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ABSTRACT

This handbook for staff of pre-elementary programs in Alaska contains statutes regarding early childhood education, regulations that fulfill statutory responsibility, and items required of programs by the regulations. Samples of written information from programs certified by the Department of Education are offered. Also provided is a list of programs certified as pre-elementary schools. Materials are organized in six sections concerning: (1) application for certification; (2) samples of information required of preschool programs, such as a facility disaster plan, a statement of program goals and objectives, and a daily schedule and activities outline; (3) a total of 18 sample forms concerning numerous aspects of program operation, such as immunization, employment, safety, and exemptions; (4) on-site review information about pre-elementary monitoring, with an on-site review form; and (5) pre-elementary school regulations, including Alaska laws that affect early childhood education, pre-elementary school regulations for 1979, comments on regulations, and physical examination requirements for preschool staff. (RH)

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Early Childhood Education Handbook 1987

Alaska Department of Education

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PREFACE

Nothing is more important for a young child than a good start in life. The regulations and requirements presented in this handbook are intended to help assure that good start. The information presents the concerns which must be addressed and answered by providers of early childhood services and education.

The Department of Education through its Early Childhood Program, can answer questions and provide assistance to all providers of early childhood education. Working together we can help provide every child with a safe, healthy and stimulating early start in life.

William G. Demmert, Commissioner
Department of Education

INTRODUCTION

This Handbook was prepared to assist pre-elementary programs in Alaska. It contains the statutes regarding early childhood education, the regulations which fulfill the statutory responsibility and the items required of a program in order to be in compliance with the regulations. Samples of written items of information are offered from programs currently certified by the Department of Education. There is also a current listing of programs certified as pre-elementary schools.

For more up-to-date information, you may contact the Department of Education at your convenience. The programs mentioned and cited here, along with many other early childhood programs present models of good practice for new and developing pre-elementary schools. Department of Education Early Childhood Education Specialists are available for assistance throughout the certification process as well as with program development, curriclum designing, instruction, screening and evaluation and research in pre-elementary school programs. The Department staff can help provide the link necessary to unite and expand the field of early childhood education in the state so that together we can provide quality programs for young Alaskans.

Application for Certification

ALASKA DEPARTMENT OF EDUCATION
DIVISION OF EDUCATIONAL PROGRAM SUPPORT

APPLICATION FOR CERTIFICATE TO OPERATE A PRE-ELEMENTARY SCHOOL

TO:

Check One. /__/ Initial application /__/ Application for renewal of certificate

In compliance with the Alaska Statutes, Title __, Chapter __, I _____
(Name)
_____ as _____ of the
(Position)
_____ and in behalf of
(Official Name of Pre-Elementary School)
_____ on _____
(Incorporate Name) (Month) (Day) (Year)
hereby apply for a certificate to operate _____
(Name of Pre-Elementary School)
the principal buildings of which are situated at _____
(Number) (Street)
City of _____, State of Alaska.

I agree that enrollment policies, access to services, and services and activities of the program shall be non-discriminatory with regard to the religion, sex, color, race or national origin of children in care and their parents.

_____
(Signature of Applicant)

_____
(Date)

1665I II.2.a

ALASKA DEPARTMENT OF EDUCATION
Division of Educational Program Support
Early Childhood Education
Pouch F
Juneau, Alaska 99811

Date of Application _____
New Application _____
Renewal _____
Change _____

APPLICATION FOR CERTIFICATION BY THE DEPARTMENT OF EDUCATION

A. GENERAL INFORMATION

1. Name of program _____
2. Address of program _____
   _____
   _____
3. Telephone Number _____
4. Local Contact Person for Program _____
5. Name of Program Administrator _____
6. Address of Program Administrator _____
   _____
   _____
7. Organization or individual legally responsible for program:
   (4 AAC 60.069(a))
   Name: _____
   Address: _____
   _____
   Telephone Number: _____
8. Owner of land on which program is located: (4 AAC 60.069(2))
   Name: _____
   Address: _____
   Telephone _____
9. If program is a corporation or cooperative, please list these Board members:
   Chairperson's Name: _____
   Chairperson's Address: _____
   _____
   Chairperson's Telephone Number: _____

10. Type of Program: _____ Profit _____ Non Profit (Attach IRS Verification)

_____ a) Private, Licensed Day Care
_____ b) Private, Unlicensed Day Care
_____ c) Headstart Program
_____ d) Private, Licensed Day Care, Religious Affiliation
_____ e) Private, Unlicensed Day Care, Religious Affiliation
_____ f) Family Day Care Home
_____ g) Previously DOE Certified Preschool
_____ h) School District Preschool (please indicate percentage of funding sources)

_____ JOM funded _____ District funded
_____ Indian Education funded _____ other sources
_____ Chapter I funded _____
_____ Municipal/Borough funded _____

_____ i) Private, Uncertified Preschool

11. Number of Children (maximum)

_____ 3 year olds _____ 4 year olds _____ 5 years olds _____ Estimated Total Number

12. Number of Staff

_____ Certified Type A Teachers _____ Early Childhood Associate I, II Teachers _____ Aides
_____ Full-time Administrator on-site _____ Other_____

13. List three references who could verify competence of Administrator to operate this type of program : (4 AAC 60.089(c))

a) Name: _____
Address: _____
_____
Telephone Number: _____

b) Name: _____
Address: _____
_____
Telephone Number: _____

c) Name: _____
Address: _____
Telephone _____

14. Do you claim affiliation with any nationally known organizations of groups?

_____ Yes _____ No

If yes, what group? _____

15. Do you provide special education services to any of your children?

_____ Yes _____ No

If yes, what special needs do you provide services for?

_____ Hearing Impaired _____ Mentally Retarded
_____ Speech Impaired _____ Learning Disabled
_____ Visually Impaired _____ Gifted and Talented
_____ Multi-Handicapped _____ Deaf
_____ Orthopedically Impaired _____ Blind

16. Do you provide transportation for the children? ___ Yes ___ No

17. Operation of program

1. Planned opening date for new program _____

2. Hours school will be open _____

3. Days school will be open _____

4. Months of the year school will be open _____

B. GENERAL RECORD

By law (4AAC 60.009-199), you are required to have the following on file and available for review during an on site inspection by the Department of Education. Please verify that this information is available:

Yes	No	
___	___	1. Individual records of annual staff Tine Test or chest X-ray, and physical examination (4 AAC 60.0069(4)(B) (4 AAC 60.099 (a)).
___	___	2. Personnel file for each staff member (4 AAC 60. 069(4)). (a) Three Character references/staff member (4 AAC 60.099(b)).
___	___	3. Individual student records which contain: (4AAC 60.069(4)) (a) Child's full name, birth date, current address; (4AAC 60.069(4)(A))
		(b) Name and address of parents or legal guardians; (4AAC 60.069(4)(A))
		(c) Telephone numbers/instructions of how the parents or guardian may be reached during school hours; (4 AAC 60.069(4)(A))
		(d) Names and addresses of persons authorized to take child from the program: (4 AAC 60.069(4)(A))
		(e) Immunization record; (4 AAC 60.159)
		(f) Cumulative health records (4 AAC 60.069)
		(g) Attendance Records (4 AAC 60.069(4)(C))
		(h) Child progress records (4 AAC 60.069(4)(D))
___	___	4. Bodily injury liability insurance policy, in the amount of or not less than $100,000. per person and $300,000. per accident (4 AAC 60.069(5)) (ATTACH VERIFICATION OF LIABILITY COVERAGE)

C. REQUIRED ATTACHMENTS to Pre-elementary Application For Certificate

The following records must be presented to the Department of Education in writing, and in an on site review. The Department shall investigate to determine whether the programmatic objectives outlined in these records are being met. Please retain a copy of this check list and the attachments in your records.

Please label each item below with its appropriate heading when submitting to the Department.

NOTE: An application that is not complete will not be accepted by the Department; however, if this application is for renewal of a certificate or a reapplication due to a change which affects the program's certificate, please submit only those attachments which would be appropriate.

[ ] 1. Admission Policy (Include statement of maximum enrollment and ages of children, minimum number of staff present at all times) (4 AAC 60.170)

[ ] 2. Non-discrimination Policy (4 AAC 60.160)

[ ] 3. Fire Marshall's Inspection Report (4 AAC 60.140)

[ ] 4. Sanitation Engineer's Inspection Report (4 AAC 60.140)

[ ] 5. Copy of Department of Health and Social Services Day Care License, if applicable. (4 AAC 60.140)

[ ] 6. Facilities Disaster Plan (4 AAC 60.130). This must include provisions for accountability for children until released to appropriate authority.

[ ] 7. Copy of written program philosophy of education (4 AAC 60.170)

[ ] 8. Teaching Techniques/Methods of Instruction (4 AAC 60.170)

[ ] 9. Copy of program's goals and objectives (4 AAC 60.170)

[ ] 10. Samples of daily schedules/lesson plans (4 AAC 60.170) - Please include 2 weeks worth.

[ ] 11. Description of provisions for parental involvement in the program (4 AAC 60.170)

[ ] 12. Copies of all public advertisements describing the program (4 AAC 60.170)

[ ] 13. Copy of staff manual, including personnel rules, and written job responsibilities for teachers, teacher-aides and assistant teachers. (4 AAC 60.170)

[ ] 14. Inservice Training Plan (4 AAC 60.170)

[ ] 15. Copies of administrative forms and policies (4 AAC 60.170) - [For example, behavior management policy, cold weather outdoor play policy, cold weather closure policy, child abuse reporting form, parental permission form, fees and payment arrangement form, if applicable, emergency staff plan.]

[ ] 16. Samples of blank individual child's records/forms (4 AAC 60.090)

[ ] 17. Insurance, $100,000 per child, $300,000 per accident (4 AAC 60.080) (Applicable only for non-public schools)

I hereby certify that all the information contained herein, or attached hereto, is accurate and correct.

_____ _____

Signature of authorized program representative Title

_____

Date

****

This pre-elementary school application was accepted this date as complete with all the required documentation.

_____ _____

DOE Representative Date

Date of scheduled on-site program review _____.

D.O.E. Certified Pre-elementary Schools

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Exp. Date	Pre-school Name	Mailing Address	City	SI	Zip Code
06/90	Akiachak Head Start - AVC	P.O. Box 219	Bethel	AK	99559 -0
07/91	Alak School	Box 169	Barrow	AK	99723 -0
12/91	Alakanuk Head Start RurAL	P.O. Box 200908	Anchorage	AK	99520 -0
08/91	Angoon Head Start - Tling	320 Willoughby Ave., #300	Juneau	AK	99801 -0
06/90	Arctic Angels Child Care	1801 N. Wasilla Fishhook Road	Wasilla	AK	99687 -0
09/91	Atmautluak Preschool	Box 305	Bethel	AK	99559 -0
01/91	Auke Bay Cooperative Pres	P.O. Box 210666	Auke Bay	AK	99821 -0
07/90	Bear Mountain Preschool	SR3 Box 305, Shadowy Spruce Dr	Chugiak	AK	99567 -0
07/90	Beautiful Savior Preschoo	8100 Arctic	Anchorage	AK	99518 -0
06/90	Bethel Head Start - AVCP	P.O. Box 219	Bethel	AK	99559 -0
05/92	Betty Ellason Child Care	607 Lincoln Street	Sitka	AK	09983 -5
11/90	Brevig Mission Preschool	Box 225	Unalakleet	AK	99684 -0
03/90	Campbell Community Presch	900 W. Dimond Blvd.	Anchorage	AK	99502 -0
08/91	Chefornak Preschool	Box 305	Bethel	AK	99559 -0
05/90	Chevak Head Start RurAL C	P.O. Box 200908	Anchorage	AK	99520 -0
03/90	Child Development Service	P.O. Box 35045	Ft. Wainwright	AK	99703 -0
03/90	Child Development Service	P.O. Box 35045	Ft. Wainwright	AK	99703 -0
12/91	Children's Montessori Sch	P.O. Box 772063	Eagle River	AK	99577 -0
06/90	Chilkat Valley Preschool	Box 332	Haines	AK	99827 -0
02/91	Chugiak Childrens' Serv.,	P.O. Box 670233	Chugiak	AK	99567 -0
08/91	Craig Head Start-Tlinget	320 Willoughby Ave., #300	Juneau	AK	99801 -0
07/91	Cully School	Box 169	Barrow	AK	99723 -0
06/90	Discovery Center Preschoo	1007 Evergreen Street	Fairbanks	AK	99701 -0
11/90	East Anch. United Methodi	5800 Kennyhill Drive	Anchorage	AK	99504 -0
12/91	Eek Preschool	Box 305	Bethel	AK	99559 -0
11/89	Elim Child Center - Kawer	P.O. Box 948	Nome	AK	99762 -0
12/91	Emmonak Head Start RurAL	P.O. Box 200908	Anchorage	AK	99520 -0
08/90	Ever-growing Child Montes	8501 Rainbow Row	Juneau	AK	99801 -0
07/90	Faith Lutheran Preschool	2500 Sunset Drive	Juneau	AK	99801 -0
07/91	Fred Ipalook Elementary -	Box 169	Barrow	AK	99723 -0
06/90	Gloria Dei Early Learning	8427 Jewel Lake Road	Anchorage	AK	99502 -0
04/90	Golovin Preschool - Kawer	P.O. Box 948	Nome	AK	99762 -0
07/90	Haines Head Start RurAL C	P.O. Box 200908	Anchorage	AK	99520 -0
07/91	Harold Kaveolook School	Box 169	Barrow	AK	99723 -0
06/90	Hobby Horse House	P.O. Box 871009	Wasilla	AK	99687 -0

D.O.E. Certified Pre-elementary Schools

Exp. Date	Pre-school Name	Mailing Address	City	SI	Zip Code
06/90	Homestead Preschool	2311 Boniface Parkway	Anchorage	AK	99504 -0
08/91	Hoonah Head Start - Tling	320 Willoughby Ave., #300	Juneau	AK	99801 -0
12/91	Hooper Bay Head Start Rur	P.O. Box 200908	Anchorage	AK	99520 -0
06/90	Huslia Head Start RurAL C	P.O. Box 200908	Anchorage	AK	99520 -0
05/90	Hydaburg Head Start RurAL	P.O. Box 200908	Anchorage	AK	99520 -0
09/89	Inalik Preschool - Kawera	P.O. Box 948	Nome	AK	99762 -0
02/91	Juneau Cooperative Presch	P.O. Box 34261	Juneau	AK	99803 -0
12/91	Juneau Montessori Center	520 Harris Street	Juneau	AK	99801 -0
12/91	Kake Head Start RurAL CAP	P.O. Box 200908	Anchorage	AK	99520 -0
11/90	Kenai Co-operative Presch	P.O. Box 1523	Kenai	AK	99611 -0
12/91	Ketchikan Head Start RurA	P.O. Box 200908	Anchorage	AK	99520 -0
05/92	Kid's Corps, Inc Red I	101 Davis Street	Anchorage	AK	99508 -0
12/89	Kiddy Campus	1110 Nenana Street	Fairbanks	AK	99701 -0
03/90	Kids' Corp, Inc. Blue II	101 Davis Street	Anchorage	AK	99508 -0
03/90	Kids' Corps, Inc. Blue I	101 Davis Street	Anchorage	AK	99508 -0
05/90	Kids' Corps, Inc. Green	101 Davis Street	Anchorage	AK	99508 -0
05/90	Kids' Corps, Inc. Orange	101 Davis Street	Anchorage	AK	99508 -0
05/90	Kids' Corps, Inc. Orange	101 Davis Street	Anchorage	AK	99508 -0
05/90	Kids' Corps, Inc. Red II	101 Davis Street	Anchorage	AK	99508 -0
03/92	Kids' Corps, Inc. Yellow	101 Davis Street	Anchorage	AK	99508 -0
03/92	Kids' Corps, Inc. Yellow	101 Davis Street	Anchorage	AK	99508 -0
08/91	Klawock Head Start -Tling	320 Willoughby Ave., #300	Juneau	AK	99801 -0
05/90	Kodiak Head Start RurAL C	P.O. Box 200908	Anchorage	AK	99520 -0
09/91	Kongiganak Preschool	Box 305	Bethel	AK	99559 -0
06/90	Kotlik Head Start - AVCP	P.O. Box 219	Bethel	AK	99559 -0
11/90	Koyuk Preschool	Box 225	Unalakleet	AK	99684 -0
07/91	Kreative Kids	P.O. Box 55541	North Pole	AK	99705 -0
12/91	Kwethluk Head Start RurAL	P.O. Box 200908	Anchorage	AK	99520 -0
06/90	Little Red Schoolhouse #1	8620 Lake Otis Parkway	Anchorage	AK	99507 -0
06/90	Little Red Schoolhouse #2	8620 Lake Otis Parkway	Anchorage	AK	99507 -0
06/90	Little Red Schoolhouse #3	8620 Lake Otis Parkway	Anchorage	AK	99507 -0
06/90	Little Red Schoolhouse #4	8620 Lake Otis Parkway	Anchorage	AK	99507 -0
12/91	Marshall Head Start RurAL	P.O. Box 200908	Anchorage	AK	99520 -0
07/91	Meade River School	Box 169	Barrow	AK	99723 -0
09/91	Mekoryuk Preschool	Box 305	Bethel	AK	99559 -0
01/91	Mt. Edgecumbe Preschool	P.O. Box 1537	Sitka	AK	99835 -0
12/91	Mt. Village Head Start Ru	P.O. Box 200908	Anchorage	AK	99520 -0
07/90	Neighborhood Preschool	6831 Crooked Tree Drive	Anchorage	AK	99516 -0

D.O.E. Certified Pre-elementary Schools

Exp. Date	Pre-school Name	Mailing Address	City	St	Zip Code
08/91	Newtok Preschool (Ayaprun	Box 305	Bethel	AK	99559 -0
09/91	Nightmute Preschool	Box 305	Bethel	AK	99559 -0
01/91	Northern Lights EduCare	1414 23rd Avenue	Fairbanks	AK	99701 -0
07/91	Nuiqsut Trapper School	Box 169	Barrow	AK	99723 -0
01/91	Nunamiut School	Box 169	Barrow	AK	99723 -0
08/90	O'Malley Musical Preschoo	8810 Solar Drive	Anchorage	AK	99507 -0
03/90	Petersburg Children's Cen	P.O. Box 138	Petersburg	AK	99833 -0
08/91	Petersburg H.S. - Tlingit	320 Willoughby Ave., #300	Juneau	AK	99801 -0
10/91	Petersburg Preschool	P.O. Box 987	Petersburg	AK	99833 -0
11/90	Play 'n Learn, Downtown	1427 Gillam Way	Fairbanks	AK	09970 -9
11/90	Play 'n Learn, West	705 Chena Pump Road	Fairbanks	AK	99709 -0
08/91	Quinhagak Preschool	Box 305	Bethel	AK	99559 -0
09/90	Rabbit Creek Community Pr	13650 Lake Otis Road	Anchorage	AK	99516 -0
11/90	Ray's Child Care & Learni	P.O. Box 1446	Palmer	AK	99645 -0
12/89	Resurrection Lutheran Pre	740 West 10th	Juneau	AK	99801 -0
06/90	Rolling Hills Academy for	HC 34-2125	Wasilla	AK	99687 -0
12/91	Savoonga Head Start RurAL	P.O. Box 200908	Anchorage	AK	99520 -0
11/90	Shishmaref Preschool	Box 225	Unalakleet	AK	99684 -0
08/91	Sitka Head Start-Tlinget	320 Willoughby Ave., #300	Juneau	AK	99801 -0
09/91	Skagway City School Presc	P.O. Box 497	Skagway	AK	99840 -0
03/90	Soldotna Cooperative Pres	145 West Redoubt Street	Soldotna	AK	99669 -0
12/89	St. Benedict's Preschool	8110 Jewel Lake Road	Anchorage	AK	99502 -0
07/90	St. Jude Center	3272 Hospital Drive	Juneau	AK	99801 -0
07/90	St. Mark Preschool	3230 Lake Otis Parkway	Anchorage	AK	99508 -0
04/90	St. Micheal-Tachik H.S.-K	P.O. Box 948	Nome	AK	99762 -0
06/91	Starbright Preschool & Ki	3531 East Tudor Road	Anchorage	AK	99507 -0
11/90	Teller Preschool	Box 225	Unalakleet	AK	99684 -0
12/89	The Kids' Club	5201 East Tudor Road	Anchorage	AK	99507 -0
01/90	Tom Thumb Mont. School -	1901 Spenard Road	Anchorage	AK	99503 -0
01/90	Tom Thumb Mont. School -	1901 Spenard Road	Anchorage	AK	99503 -0
01/90	Tom Thumb Mont. School -	1901 Spenard Road	Anchorage	AK	99503 -0
01/90	Tom Thumb Mont. School -	1901 Spenard Road	Anchorage	AK	99503 -0
01/90	Tom Thumb Mont. School -	1901 Spenard Road	Anchorage	AK	99503 -0
08/91	Tuntutuliak	Box 305	Bethel	AK	99559 -0
12/91	Unalakleet Head Start Rur	P.O. Box 200908	Anchorage	AK	99520 -0
06/90	Unalaska Preschool	General Delivery	Unalaska	AK	99685 -0
01/91	Uper Tanana P-C Program -	P.O. Box 415	Tok	AK	99780 -0
01/91	Upper Tanana P-C Program	P.O. Box 415	Tok	AK	99780 -0

D.O.E. Certified Pre-elementary Schools

Exp. Date	Pre-school Name	Mailing Address	City	SI	Zip Code
01/91	Upper Tanana P-C Program	P.O. Box 415	Tok	AK	99780 -0
01/91	Upper Tanana P-C Program	P.O. Box 415	Tok	AK	99780 -0
01/91	Upper Tanana P-C Program-	P.O. Box 415	Tok	AK	99780 -0
07/90	Valdez Cooperative Presch	Box 1367	Valdez	AK	99686 -0
10/89	Walter Northway Preschool	P.O. Box 519	Northway	AK	99764 -0
11/90	White Mountain Preschool	Box 225	Unalakleet	AK	99684 -0
08/91	Wrangell Head Start-Tling	320 Willoughby Ave., #300	Juneau	AK	99801 -0
06/90	Zion Lutheran Preschool	2100 Boniface Parkway	Anchorage	AK	99504 -0

--- End of Report ---

THE CHILD CARE FOOD PROGRAM

AND

THE FAMILY DAY CARE HOME PROGRAM

The Child Care Food Program (CCFP) is part of the National School Lunch Act. The program offers cash reimbursements to child care institutions who serve meals to children in their care.

The program is available to all public or private non-profit child care centers. Licensed family day care homes participate under a public or private non-profit "umbrella sponsor."

Participants in the CCFP may be reimbursed for up to two meals and one snack per child per day.

Because child care providers receive a reimbursement for meals served to children in their care, they have the money needed to introduce a wider variety of nutritious food and food experiences to children.

Parents and the child care providers participating in the program can be assured that their children are receiving balanced nutritious meals because all meals served must meet USDA nutrition guidelines.

A wide variety of meals may be served as long as they contain the nutritional components required.

For further information about the Child Care Food Program and the Family Day Care Home Program please contact:

School Food Services
Department of Education
Pouch F
Juneau, Alaska 99811
465-2865

SELECTED DIRECTORY

Following is a list of state agencies to contact for information and/or assistance in specific areas pertaining to Early Childhood Education:

Alaska Department of Education

Early Childhood Education/Pre-Elementary School Certification.....465-2841
Early Childhood Specialist
Division of Education Program Support
Goldbelt Building, Second Floor
P.O. Box F
Juneau, Alaska 99811

Alaska Department of Community and Regional Affairs

Division of Community Development

Director.....465-4890
Community Building, Room 105
P.O. Box BC
Juneau, Alaska 99811

Child Care Programs Coordinator (Day Care Assistance/Head Start).....563-1955
949 E. 36th St., Suite 400
Anchorage, Alaska 99508

Community Development Coordinator.....563-1955
949 E. 36th Street, Suite 400
Anchorage, Alaska 99508

Regional Office.....465-4814
Community Building, Room 103
P.O. Box BC
Juneau, Alaska 99811

Regional Office.....563-1955
949 E. 36th, Room 400
Anchorage, Alaska 99508

Regional Office.....443-2274
Old Federal Bldg., 2nd Floor
P.O. Box 1068
Nome, Alaska 99762

Regional Office.....543-2885
Bethel Native Corporation Bldg., Room 210
P.O. Box 348
Bethel, Alaska 99559

Regional Office.....456-1505
1514 Cushman, Room 211
Fairbanks, Alaska 99701

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Alaska Department of Health and Social Services

Division of Public Health

Communicable Disease Control.....561-4233
3601 C St., Suite 576, Frontier Bldg.
P.O. Box 196333
Anchorage, Alaska 99519-6333

Division of Family and Youth Services

Director.....465-3170
Health and Social Services Bldg., Room 404
P.O. Box H-05
Juneau, Alaska 99811

Regional Manager - Southeastern Region.....465-3125
211 4th St., Assemply Bldg.
P.O. Box H-05
Juneau, Alaska 99811

Regional Manager - Southcentral Region.....561-4240
3601 C St., Suite 520, Frontier Bldg.
P.O. Box 196333
Anchorage, Alaska 99519-6333

Regional Manager - Northern Region.....452-6899
1919 Lathrop
Drawer 40
Fairbanks, Alaska 99701

Regional Manager - Western Region.....543-3141
State Office Building
Box 328
Bethel, Alaska 99559

Regional Manager - Northwestern Region.....443-5247
State Office Building
P.O. Box 221
Nome, Alaska 99762

Facility Fire Safety Inspections

Director.....269-5604
Division of Fire Prevention
Department of Public Safety
5700 E. Tudor Road
P.O. Box 6313
Anchorage, Alaska 99502

Policy Advice - Child Protection, Foster Care, Adoptions

Children's Service Program Coordinator.....465-3170
Division of Family and Youth Services
Department of Health and Social Services
Pouch H-05
Juneau, Alaska 99811

Programs for Special Needs Children

Director, Office for Special Services.....465-2970
Division of Educational Program Support
Department of Education
P.O. Box F
Juneau, Alaska 99811

Governor's Council for the Handicapped and Gifted.....474-2440
600 University Ave., Suite C
Fairbanks, Alaska 99709

Regional Resource Center

Director.....586-6806
Southeast Regional Resource Center
218 Front Street
Juneau, Alaska 99801

Department of Environmental Conservation - Environmental Sanitation Section

Chief.....465-2628
P.O. Box O
Juneau, Alaska 99811-1800

Child Care Facility Licensing

Director.....465-3170
Division of Family and Youth Services
Department of Health and Social Services
P.O. Box H-05
Juneau, Alaska 99811

Samples of Information Required of Pre-School Program

ADMISSIONS POLICY

POLICIES AND PROCEDURES

ELIGIBILITY

Children, ages three to five years of age, are eligible for the three days per week program meeting on Monday, Wednesday, and Friday. The age of acceptance will follow the same break off day as the local public schools.

TIME OF OPERATION

The school will be in session from 9:00 a.m. to 11:30 a.m..
The holidays will be observed at the same time as the public schools.

ARRIVAL AND DEPARTURE

Parents will be responsible for bringing the children to school and for picking them up promptly at the end of each session. In addition, parents are responsible for notifying the staff of car pool arrangements, baby sitter arrangements, etc., in instances when these are applicable.

SAMPLE

For safety reasons it is important for parents to bring the children into the classroom and to make sure that a member of the staff knows that the child(ren) have arrived. Parents are free to leave as soon as the health check of the children has been made. When picking up the child at noon, also make sure that a staff member knows that the child is leaving.

CHILD RELEASE FORM

On the emergency information form, please indicate who will bring the child, and who will pick the child up. In order to protect each child, it is our policy to refuse to release any child enrolled to a person other than those listed on this form. If at any time another person is to pick up the child, the parent must notify the staff of the arrangements.

EMERGENCY INFORMATION FORMS

This form includes information concerning where the parents can be reached in the event of an emergency, the child's physician, and the name of a relative or neighbor who should be called if the parents cannot be reached. It also authorizes the school's staff to take an injured child for medical help should the staff be unable to reach a parent in an emergency.

It is essential that this emergency information be kept up to date. Please notify the staff of any changes in telephone numbers, etc., as soon as possible.

FOOD

Children will be served a mid-morning snack. Children's birthdays can be celebrated at the school. Parents can furnish cupcakes, preferably homemade with the child's help, and are encouraged to visit on the day of the celebration. For children whose birthdays fall during vacation time, a special happy unbirthday day can be arranged, complete with cupcakes.

CLOTHING

Children should be dressed in comfortable play clothes. They cannot explore the many activities provided freely if they are worried about getting "best" clothes dirty. The paint at the school is mixed with soap flakes to make it wash out more easily.

The children will spend some time outdoors each day except in very severe weather. Please provide appropriate warm clothing, including mittens and hats, and footwear. Please mark all items with the child's name.

Each child must also have a change of indoor clothes at school for emergencies. Please provide underwear, pants, socks, and a shirt. These clothes should be marked with your child's name.

PHYSICAL EXAMINATION

State licensing procedures require that each child, not more than three months prior to enrollment, shall have a physical examination. Immunizations required for the children include diphtheria, tetanus, polio, measles, and pertussis. If there are any changes in the child's health status, please notify the school's staff.

SAMPLE

ILLNESS

Parents are requested to inform the school when a child is or will be absent for any reason. In the case of illness, the staff would appreciate knowing the nature or the illness, in case it might be contagious. When advisable, a release from a physician, will be necessary for a child to re-enter school. Parents will be notified of any communicable diseases to which the child may have been exposed.

For the protection of all the children at the school, we cannot accept sick children. If your child shows any signs of a temperature, eye infection, stomach trouble, sore throat, cold, etc., please keep the child at home. In the event of sudden illness while the child is at school, a conscientious effort will be made to contact the parents, and the child will be removed from the group and made comfortable.

PARENTS BULLETIN BOARD

All notices for parents will be posted on a bulletin board near the door. Please check there daily for messages or announcements.

FIELD TRIPS AND NEIGHBORHOOD WALKS

Field trips and neighborhood walks will be held periodically during the year, Parental permission for the child to participate may be granted by signing the permission form.

PERSONAL TOYS

Unless the school has a special occasion, it is strongly urged that children keep their own toys at home. In addition, your child should not bring candy, gum, cookies, other food, or money to school.

PRESCHOOL POLICIES FOR PARENT INFORMATION/ADMISSIONS POLICY

1. NONDISCRIMINATION
   Enrollment policies, access to services, and services and activities of the preschool shall be non-discriminatory with regard to the religion, sex, color, race or national origin of children and their parents.

2. SERVICE OFFERED
   The preschool will provide experience to promote physical, emotional, social and intellectual growth. The emphasis will be on building confidence and a positive self image.

3. SPECIAL NEEDS
   Provisions will be made for children with special needs when they are brought to the attention of the teacher. ie; food allergies, minor physical limitations, and emotional support.

4. ENROLLMENT REQUIREMENTS
   Children will have reached their [illegible] birthday and not yet begun kindergarten classes. An application form and current physical examination form will be on file at the preschool.

SAMPLE

5. FEES AND PAYMENT
   The Monthly preschool fee is $50.00 to be paid by the first preschool day of each month.

6. INSURANCE COVERAGE
   The preschool carries liability insurance with a company authorized to do business in the state of Alaska.

7. PERSONAL BELONGINGS
   The preschool will not be responsible for loss or damage to personal belongings brought to the facility. Any items brought for sharing or security should be clearly marked with the child's name.

8. TRANSPORTATION
   Parents will be responsible for transporting children to and from school.

9. PERMISSION FOR TRIPS
   A signed parental permission slip for field trips will be on file in the school office.

10. ILLNESS
    If your child has a fever in the morning, has been ill, or vomited during the night, please keep him home.

    If your child becomes ill at school, you will be notified. If you are not available, the emergency contact designated by you will be called.

    In the event of injury or illness which appears to require immediate medical treatment, you will be notified, and an emergency vehicle will be called to assist or transport the child to the hospital.

No medication will be administered at the preschool.

11. DISCLOSURE OF INFORMATION
No information on file at the preschool or given to the teacher in confidence will be disclosed to any individual or group without the express permission of the parent.

12. DRESS
Your child should wear comfortable play clothes that cannot be damaged by active play or creative materials such as paint and glue.

Please be sure that your child arrives at school with appropriate outdoor clothing consistent with weather and temperature.

13. PARENT CONFERENCES
If you wish a parent/teacher conference, please make an appointment with me for a time other than when school is in session. During school hours, my time and attention will be focused on the children. I will be happy to arrange a meeting at any other time.

SAMPLE

Neighborhood Preschool
Anchorage, Alaska

SAMPLE OF DAY CARE LICENSE

State of Alaska

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

Community Care License

SAMPLE

No.

THIS IS TO CERTIFY THAT:

LOCATED AT:

OWNED/OPERATED BY:

IS/ARE LICENSED TO OPERATE A:

LICENSED CAPACITY:

TYPE OF LICENSE:

PERIOD OF LICENSE:

LICENSED AGE RANGE:

OTHER SPECIFIC LIMITATIONS:

27

28

This license is issued in compliance with Section 47.35.040 of the Alaska Statutes and will be in effect during the specified period, unless revoked for cause. This license may not be transferred to a different location or owner, and it does not apply to services that require licensing under a different set of regulations.

Director, Division of Family and Youth Services

Date

DISASTER PLAN

I will be concerned with two types of disaster - fire and earthquake. Early in the school year I will present a unit on Responsibility for Making the Following Rules. I have a large picture of young children standing in line behind their teacher. We will look at the picture and I will ask the following questions:

What do you see in the picture?
How are the children walking?
Why do you think they are walking out of the school room? (fire drill)
Why do we have fire drills? (So we can learn how to leave quickly)
Let's think of the rules we must follow when we have fire drills.
(When I blow my whistle, stop what you are doing, line up quickly, and quietly behind me, walk quickly without running out the door nearest to where I am standing. Stay in line, don't talk anymore than necessary. Walk back into the schoolroom in the same manner after the drill is over.)
Why do we have these rules about fire drills? (We hope there will never be a fire in our schoolroom but if there is one, we must all leave quickly and quietly so there will be no danger of us being burned or harmed in anyway.)
Who makes the rules for the fire drills? (I do with your special help because I care about you and want you to be safe and happy while you are here.)

SAMPLE

Earthquakes can be another very real disaster so I want to include it in this same unit. We will discuss what happens when there is an earthquake. Then I will assure the children that if they follow careful precautions chances are good that we will be safe.

If we are indoors we should stay indoors and sit together against an open or uncluttered wall. (I will designate where this will be.) If I find that all children can take cover underneath a table we will do this instead of sitting against a wall.

If the children are outside, I will instruct them to come away from areas where there are electrical wires or obstacles that may fall or be hurled. We have a lot of trees in our play area. The children will be instructed to find a tree quickly and hold on with both hands. I will try to be very careful to remain calm and quiet with them during the drill.

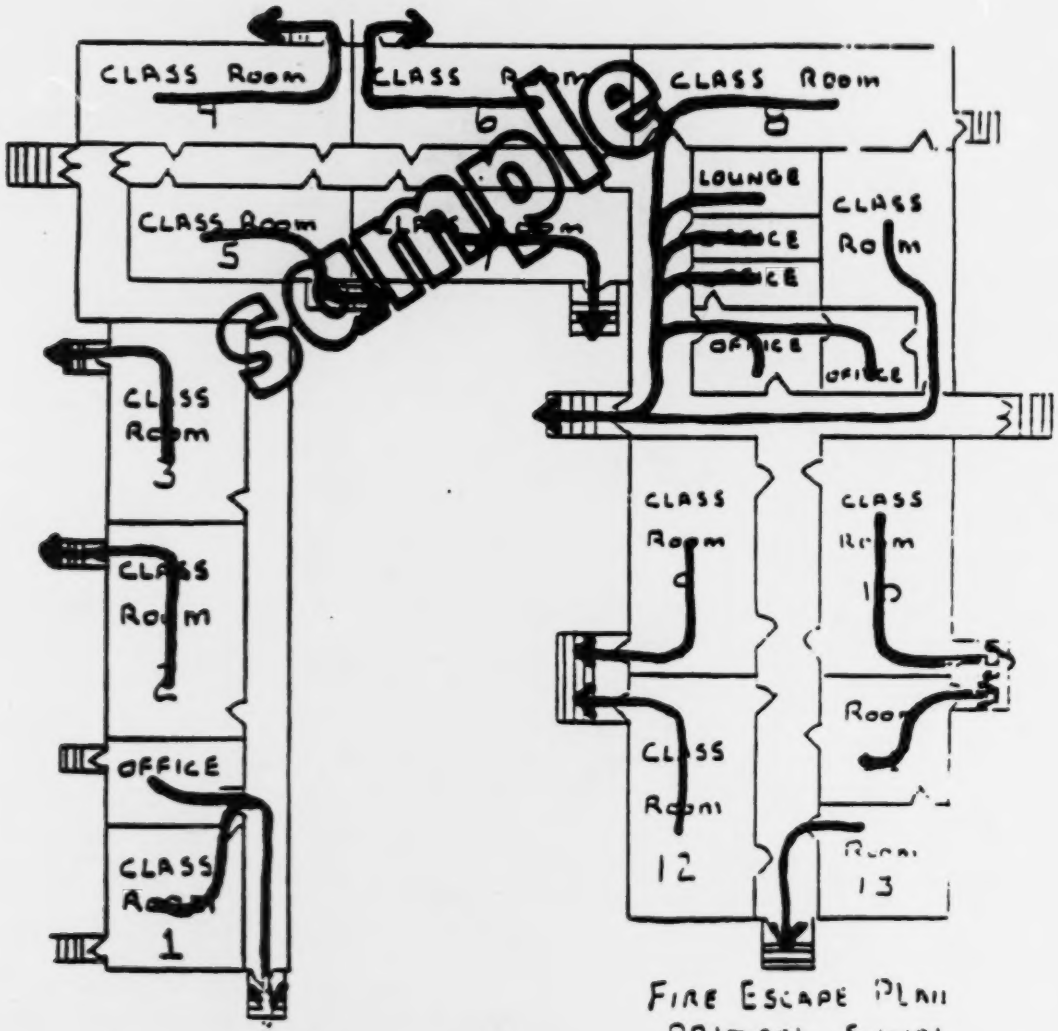
I will practice both drills with the children every four weeks.

Also, I have two neighbors closeby who are willing to step in and help in the event of an emergency such as an injury to one of the children or me. If I should pass out or become severely ill, one of the older more responsible children will be instructed to get a neighbor to care for the children until parents arrive.

The Growing Place
Anchorage, Alaska

—SAMPLE OF FACILITY DISASTER PLAN
IN CASE OF FIRE

- GET PEOPLE OUT AND SOUND ALARM.
- MAKE SURE ALL DOORS AND WINDOWS ARE CLOSED.
- IF FIRE IS SMALL ENOUGH, TRY TO FIGHT WITH EXTINGUISHER.
- THE TEACHER IS RESPONSIBLE FOR GETTING PUPILS OUT OF THE CLASSROOM, RESTROOMS, HALLWAYS, OFFICE AREAS, ETC.
- PUPILS OUT OF THEIR CLASSROOM WHEN A FIRE ALARM SOUNDS, ARE TO GO TO THEIR CLASSROOM RIGHT AWAY.
- OFFICE STAFF IS TO MAKE SURE NO ONE IS IN THE HALLWAYS OR BATHROOMS - IF SO, SEND TO NEAREST EXIT.
- COME BACK INTO BUILDING WHEN THE ALARM STOPS.



FIRE ESCAPE PLAN
PRIMARY SCHOOL

PHILOSOPHY

The child's first learning experience outside the home should be a positive one with warm and accepting adults. There should be a climate of understanding, fairplay, and enriching experiences which will address the needs of each child.

I feel a need which precludes all others is that of self esteem. If a child can like and accept himself, he is free to interact with others, he is able to grow, to play, and to express himself. These attitudes of independence and self confidence are essential for later academic work.

Social interaction is important at this time in a child's life. A whole new world of cooperation, sharing, and self reliance is unfolding for him.

Young children need to have activity that will aid their large muscle development and channel energies. They need lots of space and some basic equipment for physical play.

SAMPLE

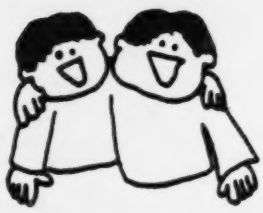
This is the time (3-6 years) when children are reaching out, thirsty for new experiences, wanting to use their bodies. They are searching for new ideas, words, sounds, new sights, new skills, and accomplishments. They are full of ideas of their own. Ideas to share, if someone will listen; ideas to paint or act out. They need materials, time, and space. These years are vastly important to their success in years to come.

The Growing Place
Anchorage, Alaska

STATEMENT OF PHILOSOPHY

The Children's Community Center is dedicated to providing an understanding, caring environment directed at the promotion and support of self-expression. We believe that discipline and maturity can be reached without use of strict or rigid guidelines. Our policies are intended to carefully and gently guide attending children into a responsible, productive role in their society which will enable them to fulfill their greatest potential.

Within this basic philosophy, we provide full time child care, a preschool education program and afterschool supervision.



Children's Community Center
Juneau, Alaska

PHILOSOPHY OF EDUCATION

My philosophy of education intermingle many facets of child development. As a river constantly flows, so does the mind of a child. His mind needs to be stimulated. Expose him to many different learning experiences. He is influenced by his environment, so give him stimulating experiences.

A child learns by doing or experiencing. In this learning there are many mistakes to be made. Allow for human nature to make mistakes. Children are full of mistakes and it is only through making these mistakes that they will learn what is the proper thing to do. Never demean or degrade a small child. What could he do that is so terrible as to damage his self image? If he does something wrong, show what is right. Don't linger or harp on his mistake. If there's a problem, be consistent in a positive way. Use positive language. Throw out the negative "don't" and "no". Give a child constant praise and seek out the good things in him. The tiniest tasks completed are big accomplishments for a child. Praise him for it. He has done well.

Play is a child's way of dealing with reality. Get involved in his play! Allow him ample time to play. Be kind, patient, and loving to a child. It makes him feel comfortable and secure. Allow the child to show his feelings. They are very real feelings! Give him ample time to socialize with his peers. Allow for mental growth in a child.

SAMPLE

A teacher must respond to many different individuals and situations. Each child is his own individual with his own personality. A teacher must be versatile in relating to all the different individuals. One way to be versatile is to listen to a child. He has many things to say. Listening is important. Talk less and listen more!

All of these facets comprise my Philosophy of Education so far. Teachers should constantly add to their philosophy because they too learn through their environment.

Hobby Horse House
Wasilla, Alaska

WHAT IS OUR PHILOSOPHY?

Our program is comparatively unstructured. Physically, the classroom is arranged so that there are a variety of "interest centers" the children may explore. Thus, the children may choose between several interesting learning experiences, finding one type of activity appealing one time and perhaps another on another day. The role of the adults is to be supportive and helpful, to answer questions, and to maintain a stable, friendly atmosphere.

We feel that our most important goal is to help each child develop a good self-image and a sense of independence. Through his successful use of the materials, and by interaction with new friends, both peers and adults, he will learn that he can manage on his own, that he is a person of worth. A child who has a good self-image will be prepared in the best possible way for the challenges of the public schools. By being in the nursery school, he has already hurdled the problem of being separated from his mother, he has learned to be a part of a group, and he has learned to make friends.

In addition, we strive toward increasing the independence and understanding of parents as well. It is in this aspect of its make-up that the parent co-op offers a unique experience for the family. We are a family-oriented school, since we feel that sound concepts of child-rearing and child development must be carried back and forth between the home and the school in order to have any lasting value. By having parents participate in the classroom, we not only maintain a good staff-to-child ratio, but we produce more relaxed parents who realize that their child-raising problems are shared by others. Further, we schedule a monthly class in child development which all members attend, and a monthly afternoon discussion session during which members are encouraged to discuss their problems and ideas.

Also unique is the pride member families have for their school. Perhaps for the first time in their lives, the parents are involved in an institution in which they have real influence. When these parents "graduate" from the co-op, their new-found independence and community consciousness will carry over into public school systems. It cannot help produce citizens who are more actively concerned about their community.

Anchorage Co-Operative Nursery School
Anchorage, Alaska

SAMPLE

PHILOSOPHY OF EDUCATION

Resurrection Lutheran Preschool provides a complete preschool program appropriate to the developmental levels of early childhood learners. Young children who leave their homes to enter the preschool situation will be provided a warm Christian atmosphere of acceptance and nurturing encouragement where they can feel happy and comfortable.

Opportunities for physical, emotional, social and intellectual development will emphasize self chosen exploration and discovery. A safe, orderly and stimulating environment will be provided in which preschoolers can work together to develop positive attitudes about learning, personal capabilities and self esteem. Opportunities for spiritual growth will contribute to the total curriculum.

Early childhood is a special time which deserves our respect and consideration in planning and daily interactions. Self chosen work and play is considered the most important opportunity for learning by the young child. Therefore, the greater portion of our program will focus on guided free play. Adult supervision will provide interaction necessary to maintain safety and as guidance to help children make new discoveries about their developing abilities. Preplanned activities will reflect the interests of the children. Teacher chosen themes will develop seasonal ideas stressing basic concepts relevant to early childhood. Our teacher directed activities will emphasize creativity and playfulness. They will be planned to provide many possibilities for successful completion with the process of doing the work valued over the final outcome.

SAMPLE

Each child is recognized as a unique creation of our Lord and as such, individuality will be respected and encouraged. Activities which reflect individual interests or concerns will have an important place in our planning. Experiences presented will be planned to accommodate the creativity of the child. The child will be provided choices in the use of time at school and will be encouraged to choose from a variety of experiences.

Each child will be allowed to progress at an individual rate beginning "where they are." Challenges presented will reflect an individually appropriate sequence of skills in order to avoid frustration. Learning through discovery will be encouraged with teachers acting as resources when needed. Developmental deficiencies discovered will prompt the teacher to broaden the child's experience in order to provide for special needs. Each child will be allowed to develop to the fullest, with opportunities and materials provided to help them achieve their potential.

Positive peer interactions will be encouraged through opportunities to gain respect for individual rights. The adults, as they interact with the children, will provide models of Christian love and values of cooperation, caring for one another and sharing what we have. Gentleness and fair treatment will guide us when adult intervention is needed at times of disagreement. The children will be guided to reach a solution which meets the needs of those involved and may provide a model for future problem solving.

Parental involvement in the preschool program will be encouraged. Direct interaction with the children at school, visitations and contributions of time toward preparation of materials are some of the possibilities, all on a voluntary basis. Information will be provided to the parents about the program and their creative input will be welcomed. Opportunities to gain insight into parenting and child development will be provided. Formal and informal parent/teacher conferencing will center on gaining insights to the child's total growth which will contribute positively to future planning for the individual child.

Resurrection Lutheran Preschool
Anchorage

2106I

SAMPLE

PHILOSOPHY OF THE GLORIA DEI EARLY LEARNING CENTER

The Gloria Dei Early Learning Center is a carefully planned environment set up to respect the individuality and uniqueness of each child. We shall value individual differences rather than viewing them as problems to be overcome. Children need to be themselves, to feel a sense of worth, and to learn to live with other children and adults. We hope to teach children a Christian attitude of sharing, loving, and caring for one another through example and daily school experiences.

We want to make the transition from home to school a happy, comfortable situation. We want children to learn that school is fun and exciting. We would like to see our students arrive eagerly every day wondering, "What am I going to do today?", excited about the ever new things and activities, yet secure in a warm, familiar atmosphere.

The emphasis will be upon the child's own way of learning, through discovery and exploration, through real rather than abstract experiences. There will be more individualized and small group learning than whole group instruction, more self-initiated and self-directed learning than teacher-directed learning, and more active rather than passive learning. Giving children choices within an enriched environment helps them develop initiative, competence, and an ability to think for themselves. Creativity is not limited to the arts; independence should be encouraged in other thinking and behavior too.

SAMPLE

Although learning develops best out of individual interests, it cannot be left to chance. And although much importance is placed on creativity, basic skills will not be neglected. There will be many opportunities daily to develop basic concepts for future learning in reading, math, and language.

Many of these skills may be learned through games, devices, and activities rather than through formal instruction only. Much learning takes place naturally through association with peers; and our school will encourage students to learn with and from each other. Play will be a central activity and one of the principle means of learning from one another. Knowledge is not segmented into separate areas and work and play are not opposites, but complementary. Play is essential to early childhood.

Movement is another essential need and desire for young children. Movement needs to be used, not inhibited. In planning our daily activities. we shall allow such time for creative movement and activities that will aid in motor development.

Art, music, and literature will be important areas of curriculum experiences daily and in many varied ways. We will also plan worthwhile field trips and invite visitors to the classroom, including parents.

Teachers alone cannot meet all the needs of the child. We need the aid, encouragement, and support of the parents. We need to help one another to enable each child to develop to his optimum potential. Parents are always welcome and active involvement is encouraged.

Gloria Dei Early Learning Center
Anchorage, Alaska

SAMPLE OF PROGRAM GOALS AND OBJECTIVES

Principal's monthly reports reflect progress toward completion of Short Term Goals.

NORTH SLOPE BOROUGH SCHOOL DISTRICT

BOARD OF EDUCATION'S

SHORT TERM GOALS

1983-84

1. PARENTS

Goal: INCREASE PARENT INVOLVEMENT IN THE SCHOOLS BY:

a. ENCOURAGING CLASSROOM VISITATIONS. (GET PARENTS TO SPEND A WHOLE DAY IN THE CLASSROOM - STEP DAY)

b. PROVIDING WORKSHOPS ON THE RELATIONSHIP BETWEEN PARENTING AND SCHOOL ACHIEVEMENT.

c. ENCOURAGING PARENT/TEACHER CONFERENCE IN THE HOMES.

d. ENCOURAGING PARENT INVOLVEMENT IN DETERMINING STUDENT'S INDIVIDUAL EDUCATIONAL PLAN.

e. ENCOURAGING THE DEVELOPMENT OF COMMUNITY PROGRAMS THAT BRING PARENTS, TEACHERS, AND STUDENTS TOGETHER.

f. COMMUNICATING THROUGH RADIO, T.V., AND NEWSLETTER THE IMPORTANCE OF THE ROLE OF PARENTING.

g. ENCOURAGING LOCAL P.T.A./ADVISORY COUNCILS TO INCORPORATE PARENT PROGRAMS AS A PART OF THEIR MEETINGS.

Sample

2. **STUDENTS**

Goal 1: DEVELOP ALTERNATIVE PROGRAMS THAT MOTIVATE STUDENTS TO STAY IN SCHOOL. ALTERNATIVES SUCH AS:

a. TEACHING BASIC SKILLS THROUGH VOCATIONAL EDUCATION.

b. ALLOWING STUDENTS WHO HAVE THE SKILLS TO DO SO, BE PART OF PLANNING THEIR EDUCATIONAL PROGRAM.

c. TUTORING PROGRAMS IN SPECIFIC SUBJECTS AND/OR BASIC SKILLS.

d. EXTRA-CURRICULAR ACTIVITIES BE EXPANDED BEYOND ATHLETICS TO INCLUDE CHESS CLUBS, [illegible] STRIDERS, HONOR SOCIETIES, ETC.

e. ENRICHMENT PROGRAMS.

f. COMMUNITY EDUCATION CLASSES.

g. RESEARCH, DEVELOP AND IMPLEMENT ALTERNATIVE PROGRAMS FOR DROP OUT STUDENTS THROUGH THE BOARD'S ALTERNATIVE COMMITTEE.

Goal 2: STUDENTS WILL CONTINUE TO IMPROVE THEIR PERFORMANCE ON STANDARDIZED ACHIEVEMENT TESTS. ACTIVITIES SUCH AS:

a. TEACHING STUDENTS TEST TAKING SKILLS.

b. DISCUSSING WITH STUDENTS WHY TESTS ARE GIVEN.

c. DISCUSSING ON AN INDIVIDUAL BASIS HOW EACH STUDENT DID ON A STANDARDIZED TEST.

d. SHARING TEST RESULTS ON A SYSTEMATIC BASIS WITH PARENTS.

e. HOLDING ASSEMBLIES, PEP RALLIES AND OTHER ACTIVITIES ON "BEAT THE TEST", "WE ARE ALL WINNERS", ETC.

SAMPLE

GOALS AND OBJECTIVES

1. Promote independence and the child's ability to think for himself.
2. Promote child's ability to work and play with others.
3. Help child to learn by doing.
4. Encourage development of good health habits.
5. Increase control of large and small muscle functions.
6. Provide a wide variety of experiences through use of senses, physical activities, special trips, etc.
7. Help child adjust to participation in small and large groups in academic, social, and physical activities.
8. Guide child to learn pleasant manners, taking turns, and to give and receive help.
9. Guide child to develop language skills so he may communicate his feelings and thoughts.
10. Prepare child for comfortable adjustment in elementary school.
11. Identify and obtain necessary help for special physical, emotional or mental problems.

SAMPLE

Discovery Center
Fairbanks, Alaska

GOALS AND OBJECTIVES

1. To give each child a positive self-image.
2. To give every child an enjoyable and successful first school experience.
3. To provide a wide variety on new experiences for children.
4. To introduce procedures that children will be exposed to in school. (Ex: Sitting quietly to receive instructions.)
5. Help child develop language skills that will enable him/her to communicate with others.
6. To encourage each child to learn by doing, showing him/her that all of us his/her positive endeavors are good.
7. To stimulate creativity and imagination.
8. To teach children that everyone is different and that different is very good.
9. To encourage children to work and play with others in a socially accepted manner.
10. To teach children to participate in group activities.

Johnson O'Malley Preschool
Program
Petersburg, Alaska

KINDERGARTEN

9:00 AM - 9:40 AM - Choice Activities - Centers (4 students)

Regular & Rotation
1. painting
2. blocks
3. puzzles
4. sand/water table
5. clay
6. books (library)
7. illustrate - word center

Various
1. holiday art (cut & paste; ditto)
2. kit activities (ECE)
3. math readiness - manipulation
4. perceptual activities
5. concept games
6. workjobs
7. individual help

S N A C K - S H A R I N G

9:40 AM - 10:05 AM - Bilingual (Break)

10:05 AM - 10:35 AM - Back to Back - 10:35 AM - 11:05 AM

Gym 1 & Sammy

1. P.E. skill, large group games, music, listening, kit activity, role play, etc.
2. Recess - jungle gym, large blocks, etc.

(Approx. 15 min. each)

Individual - 1

Word-a-Day
Testing
*Individual help
or
Planning Time
(Tues. and/or Wed.)

Classroom - 2

Various
a. Early Childhood Kit
b. Science Program
c. Math Program

SAMPLE

C L A S S R O O M

11:05 AM - 11:30 AM - a-e 1 large group or 2 small
(2 people prepare for ECE or individual work, finish word-a-day)

11:30 AM - 11:35 AM - Calendar

11:35 AM - 11:45 AM - Story, Dramatization, Puppets, Book Time, Share Words, Electric Company, or catch up on Word Center

L U N C H

North Slope Borough School District

MONDAY P.M. WEEK OF _____

12:00 Arrival - Greeting - Attendance

12:05 Open Centers

Blocks - toys
Play house
Play dough blue
Puzzles
Paint - blue
Sand table
Store : lumber

Activity Time

Elsa	Nora
Store introduction to money (penny)	Sand table
Numerals 1	
Numb concept 1	

12:35 Cleanup

12:40 Bathroom

Snack ORange - farsh milk . graham crackers .

Tuble manners : Charlie Toke. Perry . Virgil Respond "yes" appropierly to a question . Shawn . Lynne Virgil . Toke. Vincent.

12:55 Story

"Brown bear brown bear

Culendor . Review months . say day and date.

1:15 P.E. Triycles . Kendy . Lynne. Charlotte. Virgil and Shawn.

Sample

1:45 Bilingual

Activity Time

2:20

Elsa	Nora
Piggy Bank Workjobs - same as morning -	Circle - triangle

2:20 Preparation to go home Flouride

NOTES: Milk for snacks from the kitchen (Nora)
Prepare snacks for tomorrow.

There was some diff- sharing the register position . some what easier after the children accepted the idea that there would be time during the week to have turns
More activities with cones will be useful..

Daily Schedule
Children's Community Center

	Time	Activity	Notes
	7:30-8:00	Children arrive, free choice of quiet activity	Day begins quietly; children have a chance to wake up
	8:00-8:45	Breakfast-clean up	
*	9:00-9:30	Educational activity for older group, small group activity for younger ones	This time period would be used for basic academic activities
*	9:30-10:10	Some form of gross motor activity; large playground outdoors or jungle gym inside	Activity introduces variet after academic period
*	10:10-10:40	Snack time, clean up	Allows time for leisurely clean up -flexible
*	10:40-11:10	Fine motor activity	Opportunity for children to develop these skills
*	11:10-11:45	Auditory activity- usually in the form of group game	Most important area to develop for good grade school performance
	11:45-12:00	Clean-up for lunch	
	12:00-12:45	Lunch	Time is often not exact, especially on days when there is a field trip

*Preschool hours

SAMPLE

HOUSE KEEPING	Doll clothes Colored Dolls Wedding Veil / Police hat.	
WOOD WORKING	Sawing 2 saws hammering w/ 2 size nails	
SMALL BLOCKS	Lg. tinker toys Unit blocks Brick blocks (card bd) lg. blocks	
STORY TIME	Cinderella ② Are We Best Friends the Bear in the Bathtub Good Morning Gorilla	Dizzy in my room Benjamin - the box
MUSIC TIME		*Bubbles on the Beach
LARGE MUSCLE	Hole Puncher w/ construct paper. Kicking Balls Music exercise stamping over OΔ|| shapes	Red Wagon doll Stroller 2 trikes 1 Slide 1 Climber Rocking Boat Balance Beam
SNACK	Pour juice Cracker + Cheese Round muffin make a face w/ sliced fruit	
LUNCH SET-UP	Fill fruit cups. Fold napkins Wash tables Set tables	
REST PERIOD	Quiet play time w/ whispering	
KITCHEN CLEAN-UP	Put food away on the table put dirty dishes on the counter [illegible] / Sponge tables	

SAMPLE

Juneau Cooperative Preschool
Valley Branch

LESSON PLAN

Wednesday, October 27, 1982
Halloween - Fire Prevention

what	who's responsible
Free Exploration: -Food experience: a) with adult, children carve jack-o'lantern. Review group graph to determine happy or sad expression for pumpkin. b) children can compare ½ of pumpkin uncooked with ½ of pumpkin, cooked. They can scoop out the pulp from the cooked pumpkin and mash in prep. for pumpkin pie to be made on Friday. c) following visual recipe, children can prepare pumpkin seeds for roasting.	Kathy S.
-Art: Paper bag puppets: children complete faces on bags painted on Monday. Black cats completed with black ears, brown eyebrows, white eyes, black whiskers, red tongue. Orange pumpkins completed with green stem, black eyes and nose, black ears and mouth. Paste.	Meg
-Gross motor: climbing gym and slide, hoppity horse, bouncing horse rocking boat, balance beam.	Candy
-Library/Quiet area: books, record player and tape player can be used for books with records and tapes.	Candy
-Music and movement: record player and open space.	Candy
-Blocks and trucks, dress-up, housekeeping	Kathi
-Manipulatives, rice table, playdough Workjobs Ghosthouse counting game with bean ghosts and pumpkins	Kathi
Community volunteer: Tim Eideness-Firefighter: fire prevention, practice Stop, Drop, and Roll, escape from smoke, fire drill and look at fire engine. Will leave fire fighter clothing in classroom for role play.	
Cleanup, bathroom, snack prep Fingerplays: "oh, I had a pumpkin"; "3 Ghosteses"; " 5 little jack-o'lanterns sitting on the gate"; "Open/shut them" Discussion: pumpkin face graph and look at carving results.	All Kathi
SNACK-- family style	All (Candy)
Music and movement: Hokey Pokey, Rainy Day Song, She'll Be Coming Round The Mountain, game: What can you do Punchinello?	Kathi
Story: Georgie	Candy
Outside play	Kathi & Kathy

SAMPLE

Little Red Schoolhouse

3720 RASPBERRY ROAD - ANCHORAGE, ALASKA 99502 - PHONE

DAILY SCHEDULE

6:30-8:30	Free Play, Interest Centers (Anchorage 7:00)
8:30-9:00	Breakfast
9:00-9:30	Story Time
9:30-10:30	Outdoor Activities
10:30-11:00	Art or Craft
11:00-11:30	Exercise or Readiness Activities
11:30-12:00	Music, Finger Plays
12:00-12:30	Lunch
12:30-2:30	Rest Period
2:30-3:00	Readiness Activities
3:00-3:30	Snack
3:30-4:00	Outdoor Activities
4:00-4:30	Small Group Projects, Interest Centers
4:30-5:30	Free Play
5:30-6:00	Table Games

SAMPLE

The above is a sample day. Each classroom is on a slightly different schedule.

FREE PLAY

Activity centers which will draw the children's attention are set up prior to their arrival. During this period the teacher moves about praising the children for what they have constructed, for sharing and for cooperating with others.

ART OR CRAFT

Painting, drawing, coloring, gluing, and cutting are enjoyed by all of the children. Each child is encouraged to be creative. The children will make play dough, construct collages, make egg carton crafts, weave, paint, construct mobiles, make paper bag puppets and a thousand other projects.

OUTDOOR ACTIVITIES

Outdoor activities involve relays, ball games, circle games and sand play.

READING READINESS

Unit themes are used to develop the child's vocabulary and understanding of the world around him. Some of the units we will cover: the farm, community, zoo, woodland animals, health, nutrition, nursery rhymes, important people, holidays.

MUSIC

Songs, singing games and rhymic exercises are presented each day. The children also enjoy listening to record stories and songs.

Parental Involvement:

The Children's Community Center Preschool program will be primarily designated to meet the needs of working parents. The preschool will be a branch of the daily daycare program that the Center conducts on a daily basis.

Parental involvement will be encouraged in the following methods:

Screening and assessment - A battery of informal tests will be given at the beginning of the year to determine the child's abilities and deficits. With the knowledge of the parent, deficit areas will be given top priority in the individual child's preschool program. Activities and suggestions that can be used at home will be given to the parent in helping remediate these areas.

Progress reports - A regular schedule of progress reports will be given the parent, plus newsletters at various times throughout the year.

There will be an open invitation to all parents to observe the preschool program before and after the child's enrollment.

Parent and community volunteers will be actively encouraged. A volunteer pamphlet with a daily program, along with age-related activities will be included.

An attempt will be made to incorporate formal parent conferences into the yearly school schedule.

SAMPLE

Children's Community Center
Juneau, Alaska

SAMPLE OF PARENT INVOLVEMENT POLICY

Fred Ipalook Pre-School Program - Parent Involvement

The parents of pre-schoolers are encouraged to participate in the pre-school program. There are various opportunities for parents to participate. Some of the methods used to create interest in parent participation and opportunities to participate are:

* School visitations: Parents are encouraged to visit the classrooms throughout the year. The visitations begin with a special invitation to start the child's school experience. The parent and child are invited to visit the classroom and the teacher with a small group of students. The visitation helps make the start of school a comfortable experience for the child.

  The visitations are encouraged throughout the school year to promote open communication and extend the open-school atmosphere. Parents frequently visit and chat with the teachers.

* Classroom Newsletters: Parents receive weekly newsletters that share all of the classroom news and activities. Parents are also invited to assist in various ways, such as helping collect materials, suggestions for working on skills development at home, etc.

* Special Classroom Activities: Parents are often invited to attend special classroom activities and special school events such as class performances, school assemblies, class parties and celebrations, etc.

* Programs: Parents are invited to attend programs in the evenings for the major holidays and sometimes there are extra-family events such as potluck dinners.

* Parent Education and Awareness: Parents are invited to attend PTA meetings, conferences with classroom teachers, regular parent in-school activities, and given an opportunity to receive language development training from the Chapter I staff.

* Volunteers: Parents are asked to volunteer in the classrooms and with special activities.

Sample

SAMPLE OF PARENT INVOLVEMENT

NEWS FROM

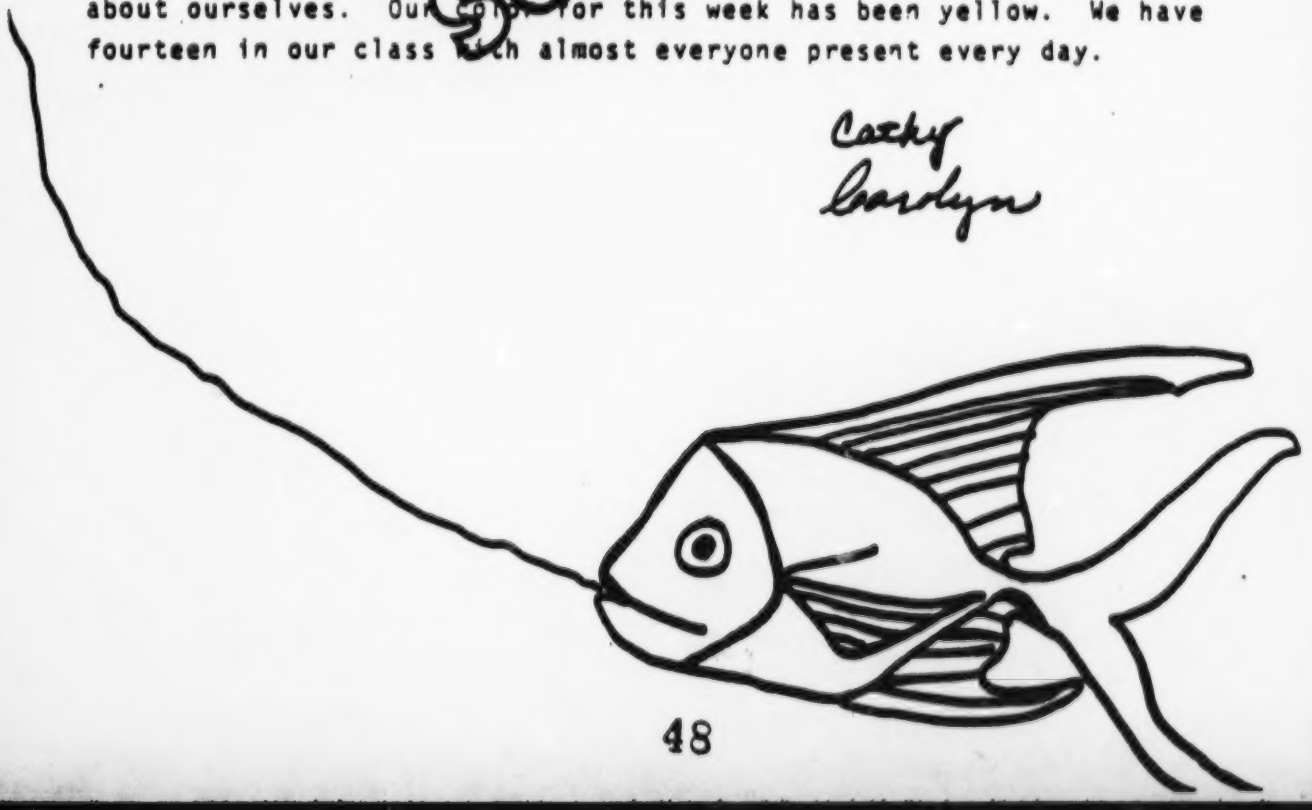
CATHY
and
CAROLYN

During the week of September 5-9, we worked with our fishing unit. Some of the fishing projects we did were painting, coloring, and making stuffed fish to take home. We fished from a play boat and played fishing games. We also did many projects with the color red during the week.

This week, September 12-16, we are making a booklet to take home about ourselves. Our color for this week has been yellow. We have fourteen in our class with almost everyone present every day.

Cathy
Carolyn

sample



FRED IPALOOK ELEMENTARY September 15, 1983 NEWSLETTER - ALL ECE/CHAPTER I

HELLO!

We have really enjoyed the start of the year and getting to know our students! We would like to send a special thank you to everyone for participating in the pre-school visitations and helping the children off to a good start!

We would like to introduce all of the ECE staff:

Class	Teacher	Instructional Aide
Bilingual	Harriet Miller	Florence Evikana
3's AM & PM	Beth Sahlfeld	Elsie Pikok
3's AM	Judy Miller	Caroline Earwood
3's PM	Cathy Schlecht	Caroline Earwood
4's AM & PM	Cyndy Curran	Dora Panigeo
4's AM & PM	Elsa Connelly	Nora Norton

Chapter I teachers: All Regular ECE Teachers
Chapter I Resource Teacher/Coordinator: Peggy Dunham
Chapter I Clerk Typist/Instructional Aide: Dottie Goldizen

---

* NEXTWEEK - Reminder

We will be having a screening week September 19-23rd. Children will follow their regular schedules. Teachers will be giving screening tests and substitute teachers (other Bil. staff) will be in the classrooms. Results will be shared with parents at conference time.

SAMPLE

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* PICTURES

Yes, the camera was repaired and just about every child was ready to have his/her picture taken.

---

* LOST CLOTHING

Please label your child's clothing! Often children have the exact boots, hats, etc.! Please call the classroom teacher if your child brings something home that is not theirs and send it with your child the following day!

---

* N.A.E.Y.C.

Please see the attached information concerning this community organization.

---

* VOLUNTEERS - Reminder

We are in need of classroom volunteers to be on-call to assist with general classroom activities. Please call your child's teacher if you would like to help.

---

* CHAPTER I

We have a new Chapter I project serving the ECE children this year. The focus of the project is language development. Stop by the Chapter I Resource Room to see some of our wonderful new materials!

---

* HOME ECONOMICS HIGH SCHOOL STUDENTS - CHILD CARE CLASS

We had our first visitors from Barrow High. The students toured the preschool and began helping us make a map of each classroom. We are looking forward to these students working as student assistants during the morning classes.

---

* CLASSROOM NEWS - PLEASE SEE ATTACHED CLASSROOM NEWSLETTER

PARENT-AIDE PROGRAM

Discovery Center offers a developmental interaction program with emphasis on individuality and creativity, interpersonal relations and competence. It is concerned with mental, physical, emotional and social development.

Our primary role, as the teachers and parent-aides within the program, is to assist the developing child in his every attempt to grow - whether it be mastering a new skill, or solving an old problem. By our encouragement, interest, positive suggestions, or sometimes mere physical presence, we can make an experience more meaningful and thus enrich his growth. We help him find out "why", "when", "where", "how", and "if...then". We guide, rather than instruct - - we encourage rather than limit -- and we love and accept rather than reject. We are sometimes observers, sometimes partners and sometimes the stage crew that "sets" the scene. We learn too.

Definition Parent aides are teacher assistants who have children enrolled in Discovery Center. Two parent aides may be involved daily as teacher assistants under a reduced tuition schedule.

Contracts Parent aides are signed up for a 4 month (fall) and/or 5 month (spring) semester by serving weekly on designated days in the center. A parent signing up for Monday A.M., for example, is responsible for being on the job each Monday of that semester. Any parent having the time and wishing to participate more than 1 day each week is encouraged to do so.

Dates Parent aide orientation and workshop - August 29; January 2
Full schedule September 4 - December 21st; January 3 - May 31.

Work Times 8:40 - 11:40 A.M. session; 12:20 - 3:20 P.M. session
Aides are expected to be on time and to remain until all work is completed.

Dress Parent aides are expected to dress in neat, comfortable, washable clothing for participation in activities from painting to reading stories while seated on the floor.

Absences In case of illness, parent aides are responsible for arranging for their own substitute from the group of parent aides participating in that session. They are then to notify the school of their anticipated absence and the name of the aide filling in. Scheduling repayment of this service is up to the parent aides involved.

SAMPLE

Resignation Notice shall be given the director at least 2 weeks prior to the date of resignation.

Health All forms required by the State Department of Education must be on file at the school before a parent may participate. Chest X rays or a TB test are required yearly.

Smoking Smoking is not permitted at Discovery Center.

Meetings Parent aides are required to attend 2 parent-aide meetings monthly on the 1st and 3rd Tuesday of each month at 7:00 PM at the center. These times will be used for assisting aides in specific areas, general information use, and helpful discussion periods.

Responsibilities Parent aides will be thoroughly familiar with the goals and objectives of the Discovery Center Preschool Enrichment Program as well as all policies and rules of the center.

Parent aides will assist individual children during work time utilizing prescribed developmental techniques.

Parent aides will assist designated teacher during circle time daily.

Parent aides will assist with children's wraps, checking in and out daily.

Parent aides will be responsible for department cleanup and readiness for next session.

Parent aides will assist in typing and class project preparation when needed.

Parent aides will attend 2 monthly parent aide meetings, and 2 workshops yearly.

Parent aides will perform miscellaneous duties necessary to the smooth operation of the program.

Application Parents desiring to work in the center should fill out the attached application form and return it to the director as soon as possible. Positions are limited and in direct proportion to Discovery Center enrollment.

Financial Exchange Parent aides will receive a waiver of tuition of $26.00 per month for serving as an aide to the center one designated day each week for each and every week of the month. Eg.: Serving every Monday during the month of January will waive $26.00 of child's tuition for January.

SAMPLE

Termination of need

Failure to comply with any or all of the above will constitute grounds for dismissal by the Director from the parent-aide program. Two week notice will be given by the director in terminating employment of aide.

Serving as a parent aide can provide a parent with a great opportunity to learn about children while helping them in the vast number of activities necessary for their growth and development. It promises to be an exciting part of the Discovery Center program - offering advantages to the children, the parents and the school.

Discovery Center
Fairbanks, Alaska

SAMPLE

DISCOVERY CENTER
Preschool Enrichment Program
1007 Evergreen Street
Fairbanks, Alaska
99701
456-7887

PARENT-AIDE APPLICATION

Name _____ Age _____ Date of Birth _____

Address _____ Phone _____

Which session are you interested in enrolling your child? _____

Which day(s) would your prefer to work? _____ AM or PM _____

State briefly all previous experience you may have had caring for children:

_____

_____

_____

SAMPLE

What interests you the most about the Parent-Aide program at Discovery Center?

_____

_____

_____

References: Give names and addresses of three persons, not relatives, who have knowledge of your character, experience, dependability and ability.

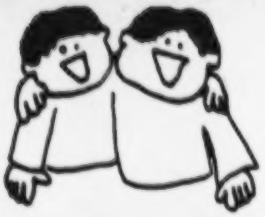
Name:	Address:
_____	_____
_____	_____
_____	_____

I have read over the Parent Aide Program for Discovery Center Preschool Enrichment Program and I am agreeable to the terms and conditions of employment as stated therein.

_____
Signature of Applicant

Please make any additional comments on back.

INVOLVING THE PARENT



Positive parental attitudes about school and education are vital to each child's success. Parents are potential teachers, friends, and resource people!

Teacher-parent communication in an atmosphere of openness, friendliness, and mutual concern can promote and maintain positive, supportive parental involvement. Communication may be encouraged through:

1. Informal meetings for parents and teachers.
2. Scheduled conferences.
3. Telephone calls arranged in advance.
4. Home visits arranged in advance.
5. School visits by parents.
6. Published handbooks for parents containing information about — schedules, activities and programs.
7. Workshops or training programs for parents.
8. Pre-school bulletin or newsletters describing activities.

SAMPLE

The newsletter could include helpful suggestions for the new pre-school parent,such as:

Help Your Young Child By:

1. Teaching your child how to get to and from school.
2. Putting name tags on the child's clothing and belongings.
3. Providing well-balanced meals and adequate sleep.
4. Providing suitable and comfortable clothing which your child can easily manage alone.
5. Helping the child learn his/her name, address, and telephone number.
6. Showing interest in the child's work.
7. Helping your child get to school on time.
8. Sending a note to the teacher and aides when special attention is needed.
9. Reading and telling stories to your child.
10. Giving the child special tasks at home.

STAFF GUIDELINES

The site Principal will ensure that each staff member is familiarized with the staff guidelines.

Staff member means anyone who provides direct services to children in the classroom.

The classroom "Preschool Aide" will be responsible for planning daily activities. Additional staff will be required to follow the instructions of the "Preschool Aide". The "Preschool Aide" will observe how the children are being treated by the staff members at all times. Anyone on the staff will be obligated to report to the principal in the event a staff member mistreats a child.

1. The children will be allowed some time each day to be alone and without interruption. (The child would be interrupted if he/she attempted to hurt himself or others.)
2. The staff will take time to listen to children.
3. The staff and the children will talk with each other.
4. The staff should be willing to give extra attention and affection to a lonely or otherwise unhappy child.
5. The staff will not yell or shout at the children.
6. The staff will not scold, humiliate, spank or mock children.
7. Cursing will not be tolerated in the presence of children.
8. If a child needs to be corrected for a wrong doing, the staff member will be firm but gentle, explaining to the child in a normal voice what he is doing wrong. The child may be required to sit for a few minutes.
9. The staff will help the children with difficult tasks.
10. The staff will be responsible for the safety of each child at all times.
11. If a staff member feels that she can't handle a situation, she should ask another staff member to take over.
12. Whenever you are expected at work, (paid or volunteer) you must call in if you expect to be late or you're not coming in.
13. The preschool aide is responsible for talking with parents.
14. Every staff member should become familiar with the program disaster plan, as well as the school's disaster plan.
15. Each of us should learn how to use the first aid kit that is always available.

SAMPLE

11. Talking with the child about in-school activities as well as out-of-school interests.

12. Selecting appropriate television and radio programs for your child.

13. Taking part in various school activities such as field trips, parties, parent classes, clubs, or PTA.

As parents accept their role in the school and the classroom, they learn more about child growth and development, more about meeting the educational needs of children, and they become more supportive of the teacher and the school program. Examples of activities in which parents may participate include:

1. Assisting as room mothers or as volunteer aides in the classroom.

2. Contributing particular talents or skills with a special class activity.

3. Serving as a resource person-such as a parent whose career is as a policeman, a professional musician, a storekeeper, a fireman, a doctor, etc.

4. Helping to find necessary equipment or supplies for projects.

5. Sharing home or yard for the end point of a walk.

6. Helping with eye or other health examinations.

7. Caring for school animals (on weekends and holidays).

8. Shopping for items for the school.

9. Organizing and running a parents' library.

10. Writing invitations or telephoning other parents for special projects.

11. Caring, maintaining, repairing, and building equipment.

SAMPLE

Department of Education
Kindergarten Handbook, 1980

THE EARLY LEARNING CENTER
PRE-SCHOOL for Ages 3-5
8427 Jewel Lake Road
Limited Openings for 1974-75 Term
2 Day 3 Day Classes
• Quality Education Program (not day care or drop-in center).
• Pupil Teacher ratio of 9-1 or less
• Basic concepts for future learning
• Creative movement & motor development activities
• Music, Drama, Art, Rhythm—other creative experiences
• Learning without pressure and competition
• Library, models, AV materials, creative toys
TEACHER-DIRECTOR: MICHELLE DECKER
B.A. DEGREE – ELEMENTARY EDUCATION
STATE OF ALASKA CERTIFICATION
7 YEARS EXPERIENCE IN ELEMENTARY AND PRE-SCHOOL
OPEN HOUSE
AUG. 19-23 1:00 PM - 4:00 PM
Come and meet me and see the facilities. For Information:
PHONE: 344-5583

Resurrection Lutheran Preschool
is now registering for
the 83-84 school year.

Call 586-2380 or 364-3183.

Resurrection Lutheran does not discriminate on the basis of race, color, national or ethnic origin.

DISTRICT OFFICE
BERING STRAIT SCHOOL DISTRICT
P.O. BOX 225
UNALAKLEET, ALASKA 99684
(907) 624-3611

BREVIG MISSION
COUNCIL
DIOMEDE
ELIM
GAMBELL
GOLOVIN
KOYUK
SAINT MICHAEL
SAVOONGA
SHAKTOOLIK
SHISHMAREF
STEBBINS
TELLER
UNALAKLEET
WALES
WHITE MOUNTAIN

BERING STRAIT SCHOOL DISTRICT

JOB DESCRIPTION

Title: Preschool Aide

Qualifications:

1. High School Graduate
2. Some experience desirable
3. Interest in young children
4. Willingness to participate in training programs to develop skills

Reports To: Principal and/or Teacher Program Consultant

Supervises: 3-5 year olds in preschool programs

Job Goal: To prepare children for successful entry to formal education.

Sample

Job Responsibilities:

1. Implement and facilitate the Early Learning Experiences instructional program for 3-5 year olds.
2. Develop individual programs based on objectives from Early Learning Experiences checklist.
3. Utilize special material in developing school readiness.
4. Keep appropriate records and check sheets.
5. Demonstrate ability to work effectively with children and to organize activities appropriate to the preschool age child.
6. Participate in training sessions to develop skills.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified Personnel.

Note: Bering Strait School District is an equal opportunity employer. Preference will be given to members of those groups which have been traditionally under-represented.

STAFF TRAINING PROGRAM

Qualified/trained personnel will be sought to fill all staff vacancies. All employees will receive an orientation package which will include job responsibilities, school discipline policy, health and safety precautions, basic educational philosophy of the preschool program, a daily schedule and a listing of age-related activities.

Children's Community Center shall encourage professional growth of its staff by providing tuition assistance for staff interested in taking early childhood education classes. It shall encourage all non-professional employees to attain the CDA competency credential. The Center will continue to seek assistance from UAJ in continuing professional staff development.

A schedule of inservices shall be established, whether alone or in conjunction with the local school district or other agencies. The Center shall designate inservice days for each school year.

A professional library shall be maintained at the Center and a reading list will be established for all new staff.

SAMPLE

Children's Community Center
Juneau, Alaska

STAFF MANUAL

Staff member means anyone who provides direct services to children in the classroom and can be any of the following:

A. A person 19 years or over who is salaried.
B. Classroom volunteers who are at least 19 years of age.
C. Student aids who are enrolled in an approved training program who are at least 16 years of age.

The classroom "teacher" will be responsible for planning the day's activities. Additional staff will be required to follow the instruction of the "teacher". The "teacher" will observe how the children are being treated by the staff at all times. Anyone on the staff will be obligated to report to the J.O.M. Parent Committee or project co-ordinator in the event that a staff member mistreats a child.

SAMPLE

1. The children will be allowed some time each day to be alone and without interruption. (The child would be interrupted if he/she attempted to hurt himself/herself or others.)
2. The staff will take time to listen to children.
3. The staff and the children will talk with each other.
4. The staff should be willing to give extra attention and affection to a lonely or otherwise unhappy child.
5. The staff will not yell or shout at the children.
6. The staff will not scold, humiliate, spank or mock children.
7. Cursing will not be tolerated in the presence of children.
8. If a child needs to be corrected for a wrong doing, the staff member will be firm but gentle, explaining to the child in a normal voice what he is doing wrong. The child may be required to sit for a few minutes.
9. The staff will help the children with difficult tasks.
10. The staff will be responsible for the safety of each child at all times.
11. If a staff member feels that she can't handle a situation, she should ask another staff member to take over.
12. Whenever you are expected at work, (paid or volunteer) you must call in if you expect to be late or you're not coming in.
13. The head teacher is responsible for talking with parents.
14. Every staff member should become familiar with the program disaster plan, as well as the school's disaster plan.

15. Each of us should learn how to use the first aid kit that is always available.

16. Each staff member should become familiar with all written policy of the preschool program.

All of these rules are simply the use of common sense. We are responsible for the safety and happiness of little people. Let's make their first school experience a good one.

All staff members are directly responsible to the Native Parent Committee.

Johnson O'Malley Preschool Program
Petersburg, Alaska

SAMPLE

Qualifications and job descriptions

1. Directors

   Job description

   -included in all policy-making decisions of the voting membership; have significant voice in decisions affecting the program and the children.

   -included in decisions about renovations and other significant changes in the facility.

   -hire teachers, directs staff, terminations

   -secure funding for the center

   -plan, coordinate, oversee any training programs

   -responsible to the voting membership concerning matters of final authority

   -notify and organize staff and membership meetings

   -public relations work

   Qualifications

   -voted into a three year term by the membership

2. Teachers

   Job description

   -major responsibility for classroom activities

   -supervise and direct other adults (volunteers) in the classroom

   -evaluate program and the children

   -guidance and discipline of the children

   -conferences with parents

   -assist at parent meetings and conferences

   -model for on-the-job training of new teachers and volunteers

   -report to the Board of Directors all money, equipment, and supplies necessary to carry out the objectives of the program

SAMPLE

Qualifications

-good physical and mental health

-have credentials to meet the State of Alaska standards for early childhood education teachers

-credentials to meet any other requirements as specified by the Board of Directors

3. Volunteers

Job description

-assist teachers in carrying out the program in the classroom

-responsible for group of children, or activities assigned by teacher(s)

Qualifications

-at least eighteen years of age

-good mental and physical health

-TB test

SAMPLE

H. Training

Interview

-to establish philosophical and orientational goals

-to establish what job entails and the qualifications necessary for the position

Training techniques

-staff meetings

-supervision from the membership and the Board of Directors; evaluation at the end of six months to continue mutual desirability for all parties concerned.

Workshops

Members of the staff should at some time during a year choose to participate in one of the following:

Alaska AEYC workshops and conferences;
Extension workshops;
University or college workshops;
In-staff training workshops and parent meetings;
or, choice of community and university classes

Individual conferences between teachers and Board of Directors

Observation in other programs in the community or in other communities

I. Records

For the children

-up to date physical form with record of immunizations prepared by a physician (see Appendix G.)

-parental permission to take child to the doctor or hospital in case of an emergency if parent cannot be reached (see Appendix H.)

-registration and home information sheet (see Appendix I.)

For the teachers

-physical examination record

-health card for TB test

-personnel record form

-others which Board of Directors require such as transcripts, letters of recommendation, etc.

SAMPLE

Kenai Child Development Center
Kenai, Alaska

STAFF TRAINING

TRAINING Tied to Needs Assessment of children currently enrolled in Kindergarten or 1st grade.

1) Based on:
   Teacher Observation
2) Results of Achievement Tests

Tied to Evaluation of children enrolled in ECD in prior years.

1) Based on:
   ECD Instructor Evaluation/Observation of pupil progress
2) ECD Pupil Skills Inventory both Pre-Post
3) Parent Assessment of Program

Tied to ECD Instructor's expressed desires and career ladder needs.

1) Workshop evaluations
2) Discussion during on-site visits by ECD Coordinator

SAMPLE

DELIVERY-MODES

1) Chapter I paraprofessional staff should receive in-service workshop training at least twice yearly:

   1) One inservice together with regular classroom teachers.
   2) One inservice prepared specifically for Chapter I staff. (Invite other caregivers in your area to attend at their own expense.)

2) Chapter I training also provided on a one-to-one basis through on-site visits by consultants or Chapter I Coordinator.

3) Inservice can be provided through ECD Instructor visitations at other ECD sites within district.

4) Attendance at State Conferences such as AAEYC.

5) Visitations to caregivers in urban areas such as Anchorage.

DELIVERY-MODES

a) Visit Day Care Centers
   University Preschools
   Head Start Programs
   Other Public and Private Schools
   Montessori programs

OTHER OPTIONS

1) University credit courses leading toward degree in ECD.

2) CDA degree/certificate based on demonstration of ECD Instructor competencies,

   a) Competency-based training available for those not seeking a degree.

3) Enrollment in X-CED Coursework leading toward teacher certification.

4) Training Specific to Curriculum Adapted by District.

5) Training on-site by K-1 certified staff. *

   * (Must be sure K-1 staff are apprised of district ECD Educational Program Philosophy and will support this philosophy.)

SAMPLE

TYPES OF TRAINING MOST OFTEN REQUESTED

1. Room - Arrangement
2. Classroom Management Techniques
3. Curriculum
4. Behavior Management
5. Child Development - Stages/Expectations
   (Staff need these, but in small doses. Training must be practical. Need modeling frequently first few years, especially by trainer on-site.)
6. Enroll ECD Staff in NAEYC to receive professional development materials.
7. Start a Professional Books Library at each ECD site.
8. Publish at least quarterly, a staff/parent newsletter. Ask ECD staff to contribute successful teaching tips from their own experiences.

Iditarod School District
McGrath, Alaska

2108I

STAFF TRAINING

INSERVICE TRAINING:

Petersburg Children's Center has a staff meeting/training session that is required for all staff members and for which wages are paid. The second Tuesday of each month at 7 p.m. is the scheduled time for this training. Topics for training rotate on an annual basis and include, first aid training given by an EMT, prevention of communicable diseases (presented by the public health nurse), storytelling and book reading for children (public librarian), children with special needs (infant learning specialist and special services staff from the Elementary School), visits to other preschool environments (on site meetings with Head Start and JOM preschool). Additional topics are presented as the staff indicates a desire for specific training or a need is apparent.

Nutrition Education: A Nutrition Education Training Program grant is written annually to structure events for children and staff in relation to good nutrition. Staff receives training throughout the winter months on cooking with children and how to teach children good food choices. Staff is instrumental in organizing the Parent/Child meals that we host annually.

SAMPLE

Nutrition Fair/Early Childhood Family Fair: The Children's Center is involved in the annual Early Childhood Fair to celebrate the week of the Young Child. This event, held on a Saturday, is for young children and their families. In thinking through the activities to be offered and how to structure the activities, we have found that the benefit to our staff is tremendous.

Early Childhood Conference: Annually we send approximately 14 staff members to NAEYC's Southeast Alaska Early Childhood Conference. The staff works on fundraisers all year to earn the money to attend this excellent training event.

Training Positions: The Children's Center is continuously involved with various Training Grants, which provide funding for trainee salaries and on site trainer fees.

Classes: Staff at the Children's Center participates in Islands Community College classes; University of Alaska, Juneau teleconference classes, and Community Schools offerings as they pertain to early childhood, education, health and psychology, arts and crafts, or personal growth areas.

Petersburg Children's Center
Petersburg

2107I

Sample Forms

EMERGENCY CHILD REPORT (for use by certified preschool facility)
DEPARTMENT OF EDUCATION
DIVISION OF EDUCATIONAL PROGRAM SUPPORT

Name of Child:_____ Birthdate:_____

HOW TO REACH PARENT(S) OR LEGAL GUARDIAN

MOTHER_____	FATHER_____
Home Address_____	Home Address_____
Home Phone_____	Home Phone_____
Business Address_____	Business Address_____
Business Phone_____	Business Phone_____

Usual Physician Name_____Address_____Phone_____

Usual Hospital Name_____Address_____Phone_____

Names, addresses and telephone numbers of person(s) who can assume responsibility for the child if the parents cannot be reached immediately in an emergency:

_____

_____

Allergies, including drugs:_____

Person(s) authorized to take the child from the preschool facility:

_____

Siblings enrolled at the facility:_____

Signature of Parent or Legal Guardian:_____Date:_____

(Use of this part of the form is optional)

CONSENT FOR EMERGENCY MEDICAL OR SURGICAL CARE

This authorizes _____ to give permission to any doctor, nurse or hospital to provide emergency medical or surgical care for _____ in the event that I cannot be contacted immediately. It is understood that a conscientious effort will be made to locate me or my spouse _____ before any action will be taken. I understand my obligation to keep my preschool provider informed of my whereabouts. I will assume the cost of necessary medical or surgical care.

_____	_____
Witness	Signature of Parent or Legal Guardian
_____	_____
Date	Date
	_____
	Expiration Date

1665I IV.1.a

ALASKA DEPARTMENT OF EDUCATION
DIVISION OF EDUCATION PROGRAM SUPPORT

IMMUNIZATION REFERENCE GUIDE

Alaska State Statute and Regulations require that all children attending pre-elementary schools be immunized against diphtheria, pertussis (whooping cough), tetanus, polio, measles, and rubella. Admission to a pre-elementary school requires:

1. Providing verification of required immunizations, or
2. Securing required immunizations for the child.
3. Meeting qualifications for medical exemption from required immunizations.

VERIFICATION, as specified by the regulations, may be accomplished by providing the school with a duplicate of:

1. An International Immunization Certificate, or
2. A statement by a physician listing the dates of immunizations, or
3. A copy of clinic or health center immunization record.

The verification submitted must be signed or otherwise authenticated by a medical provider. It must include the date of each dose of vaccine and show that required immunizations have been completed in accordance with the State Division of Public Health's Schedule for Active Immunizations. The Screening Table on the back of this page should be used to determine adequacy of immunization. A history of having the disease is not an acceptable substitute for immunization.

Children who have not completed the required number of DTP or OPV for their age must prove all scheduled doses as they are obtained. The time allowed between doses shall not exceed the time interval separating the ages by which respective dose numbers are required on the Screening Table. MR is required for children 18 months and older regardless of how long it has been since the last DPT or OPV.

Children past their seventh birthday who were not immunized in infancy may be in compliance with fewer immunizations than specified on the Screening Table. Consultation on such cases is available from the Division of Public Health.

A form to facilitate preparation of exemption affidavits is available from the Division of Public Health, but a valid affidavit is acceptable whether or not the form is used. A child qualifies for an exemption only if:

1. An M.D. or D.O. licensed in Alaska signs a statement that immunization would be injurious to the health of the child.

1665 IV.2.a

SCHEDULE A

THE NON "EXPERTS" GUIDE TO DETERMINE DOSES NEEDED TO MEET SCHOOL IMMUNIZATION REQUIREMENTS FOR STUDENTS UNDER AGE SEVEN* (BEFORE 7TH BIRTHDAY GRADES K AND 1)

COUNT # DOSES ALREADY RECEIVED	ADDITIONAL DOSES REQUIRED	WHEN SHOULD ADDITIONAL DOSES BE SCHEDULED?**
DTP/DT		
5 or more	0	6 doses maximum regardless of spacing — Td 10 years from last dose
5 or 4	0	EXCEPTION: If one dose was not received after the 4th birthday and 6 months or more do not separate the 3rd dose and any dose thereafter, ONE ADDITIONAL DOSE IS REQUIRED. — 6 months or more after the last dose
3	1	6 months or more after the 3rd dose
2	2	3rd dose 2 months after the 2nd dose, 4th dose 6 months or more after the 3rd dose.
1	3	2nd dose 2 months after the 1st do 3rd dose 2 months later 4th dose 6 months or more later
0	4	1st dose before entry 2nd dose 2 months later 3rd dose 2 months later 4th dose 6 months or more later
POLIO		
5 or 4	0	4 doses maximum regardless of spacing
3	0	EXCEPTION: If one dose was not received after age 4 and 6 or more months do not separate the 2nd dose and any dose thereafter, ONE ADDITIONAL DOSE IS REQUIRED — 6 months or more after the last dose
2	1	6 months or more after the last dose
1	2	2nd dose 2 months after 1st dose 3rd dose 6 months or more later
0	3	1st dose before entry, 2nd dose 2 months later, 3rd dose 6 months or more later
MEASLES		
1	0	EXCEPTION: If received before the 1st birthday (even one day) re-immunization is required — Before entry. NOTE: If rubella and/or mumps are needed MMR is vaccine of choice.
RUBELLA		
1	0	EXCEPTION: If received before the 1st birthday (even one day) reimmunization is required — Before entry. NOTE: If measles and/or mumps are needed MMR is vaccine of choice.

*SEE SCHEDULE B OTHER SIDE IF CHILD IS OVER AGE SEVEN

** CHILDREN NOT IN THE WAITING PERIOD BETWEEN DOSES CANNOT ENTER UNTIL NEXT DOSE IS RECEIVED

IMMUNIZATION SCREENING TABLE
FOR CHILDREN ATTENDING PRE-ELEMENTARY SCHOOLS

BY THIS AGE	CHILDREN MUST HAVE RECEIVED
2 Months	1 DTP, 1 OPV
6 Months	2 DTP, 2 OPV
12 Months	3 DTP, 2 OPV
18 Months	3 DTP, 2 OPV, 1 MR
24 Months	4 DTP, 3 OPV, 1 MR
5 Years	5 DTP*, 4 OPV**, 1 MR

DTP - Diphtheria, Tetanus, Pertussis
OPV - Oral Polio Vaccine
MR - Measles, Rubella

*4 DTP are sufficient for children age 5 if DTP #4 was given after the fourth birthday.

**3 OPV are sufficient for children age 5 if OPV #3 was given after the fourth birthday.

NOTE: The "Immunization Checklist" on the "NO SHOTS...NO PRE-SCHOOL" flyer for parents corresponds to the standard medical schedule for childhood immunizations. The "Immunization Screening Table" above incorporates reasonable grace periods between doses. The Screening Table is the standard by which compliance should be judged.

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CHILDCARE AND PRESCHOOL IMMUNIZATION MANUAL

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Medical References - Advisory Committee on Immunization Practices (ACIP) Centers for Disease Control, Atlanta, GA
- American Academy of Pediatrics, Red Book

For assistance, write or call: Dept. of Health & Social Services
Section of Communicable Disease Control
Immunization Program
3601 "C" Street ~~Pouch 6333~~ Anchorage, AK
~~99502-0333~~ (907) 561-4233
99519-6333

I. ENTRY REQUIREMENTS

A. NO SHOTS - NO CHILDCARE OR PRESCHOOL

1. Before children can enter a childcare facility or preschool, parents are required to provide a record that has a date for each dose for all required vaccines. THIS RECORD IS REQUIRED FOR DROP-IN CARE, i.e. care not reserved in advance, on the second admission.

2. Children transferring from one childcare facility or preschool to another are required to provide a record to the new childcare facility or preschool before entry.

B. COMPLIANCE

The administrator shall not knowingly admit or retain any child who has not submitted acceptable evidence of immunization or exemptions. The review of records and other activities associated with compliance may be delegated to other staff; however, the ultimate responsibility to ensure that children in attendance are in compliance rests with the administrator.

C. EXCLUSION

The administrator of a childcare facility or preschool shall not allow children to attend until they are are in compliance. Should a child be identified who has not obtained necessary vaccinations, the administrator shall exclude the child from attending and notify parents or guardians in writing (certified letter if necessary), in person or by phone that their child is in noncompliance.

D. ACCEPTABLE RECORDS

IT IS THE PARENTS' RESPONSIBILITY TO MAINTAIN IMMUNIZATION RECORDS FOR THEIR CHILDREN AND PROVIDE THEM TO THE CHILDCARE FACILITY OR PRESCHOOL. It is the responsibility of the administrator to ensure that immunization records are complete and on file at the child care or preschool and that follow-up for additional information (records or doses) is accomplished.

Examples of acceptable records are (dose and date specific) immunization record cards or certificates, physician or clinic medical records, and state or local health department records that show:

1. The name of each required vaccine.
2. The date for each dose received (month, day and year).
3. The name of the physician or clinic which administered the vaccine or the name of the state or local health department where the record originated.
4. The original or copy of a medical record or other record that is dose and date specific.

NOTE: Do not keep the child's original record. Make a copy and return original to parent.

ALL OTHER RECORDS MUST BE VERIFIED OR AUTHENTICATED BY A PHYSICIAN OR NURSE AND MUST BE DATE AND DOSE SPECIFIC.

E. Transfer of Records

The childcare facility or preschool is responsible for maintaining records on site for all children enrolled. Upon transfer, the record or copy thereof, should be given to the parent or guardian.

F. Exemptions

Exemptions from immunizations are allowed for medical or religious reasons.

1. Medical*-- A statement "signed by a physician (M.D.) or Osteopath (D.O.) that immunization would be injurious to the health and welfare of the child" or that vaccine is medically contraindicated, must be provided to the childcare facility or preschool.

2. Religious*-- A statement "signed by the parent or guardian affirming that immunization conflicts with the tenets and practices of the church or religious denomination of which the child is a member" must be provided to the childcare facility or preschool.

Note: Personal or philosophical exemptions are not acceptable.

*The exemption form on page 11 should be used to document exemptions. However, a signed statement from a physician (for medical exemption) that additional doses are contraindicated can be accepted.

A line listing or log should be kept for all exempt children. In the event of an outbreak all parents or guardians must be notified and exempt children sent home until the risk passes.

G. Provisional Admittance

Children without appropriate immunization records cannot be provisionally admitted. For more information see problem solving guide beginning on page 5.

II. REQUIRED VACCINES AND INTERPRETATION OF RECORDS

The information on page 3 explains requirements for children in childcare facilities and preschools. This guide is easy to follow and will enable you to evaluate immunization records and know what additional information or doses, if any, are still needed.

Questions concerning these guidelines may be referred to a physician, local health provider, public health nurse or to the Immunization Office at 561-4233.

A GUIDE FOR RECORD ASSESSMENT TO DETERMINE IF CHILDREN IN CHILDCARE FACILITIES AND PRESCHOOLS MEET IMMUNIZATION REQUIREMENTS*

BY THIS AGE	CHILDREN MUST HAVE RECEIVED
3 Months	1 DPT, 1 OPV
6 Months	2 DPT, 2 OPV
12 Months	3 DPT, 2 OPV
18 Months	3 DPT, 2 OPV, 1 MMR
24 Months	4 DPT, 3 OPV, 1 MMR
Before entry into kindergarten†	5 DPT,††4 OPV,††1 MMR

DTP - Diphtheria, Tetanus, Pertussis
OPV - Oral Polio Vaccine
MMR - Measles, Mumps, Rubella

SPACING BETWEEN DOSES

The interval between doses is called the "waiting period." Children in "waiting period" between doses may be allowed to enter until the waiting period is over.

1. The first three DTP and the first two polio are considered primary series doses. For children needing any of these doses, the waiting period between doses should be two months.

2. The fourth DTP and the third polio are called boosters. The waiting period between the primary series and boosters is six months to a year.

3. The fifth DTP and fourth polio are also called boosters and should be separated by six months or more from the previous doses.

*This schedule incorporates reasonable grace periods between doses for screening records. It is not an official schedule.

†The 5th dose of DTP and the 4th dose of polio may be given any time between the 4th birthday and entry to kindergarten. However, many physicians will not give these until after the age of 5. Therefore, the 5th DTP and the 4th polio (if needed) are not required until entry into kindergarten.

††4 DTP and 3 polio are sufficient for children entering kindergarten if they were received after the 4th birthday.

III. ANNUAL SCHOOL IMMUNIZATION PROGRAM REVIEW

Each year, a sample number of childcare facilities and preschools are visited by state immunization staff. Additional visits are conducted by the Department of Education or the Divison of Family and Youth Services as part of licensing or other monitoring requirements. The purpose is to review records and procedures used to ensure that children meet immunization requirements. Our goal is to improve procedures, to cooperatively develop methods and materials that will accomplish this task and to provide assistance in answering questions or in solving problems.

Upon completion of the review, an exit interview with appropriate staff will be conducted to discuss the findings. A list of children identified as not meeting requirements, including an explanation as to what is needed, will be left with the administrator.

A report showing these children were brought into compliance may be required within 60 days after the visit.

IV. DISEASE REPORTING

Immunization requirements have nearly eliminated vaccine preventable childhood diseases. However, outbreaks still occur and can cause serious illness that will result in loss of time from childcare or preschool for children and medical expenses and lost wages can be very costly for parents and staff. In particular, measles and rubella can spread very rapidly and cause serious complications for adults, infants and unborn children.

All illnesses accompanied by rash and fever should be reported immediately to the Division of Public Health at 561-4406 or -4233 or ask the operator to dial toll free Zenith 1700. Only through quick action can the consequences be minimized.

V. REACTION REPORTING

Children receive immunizations throughout the year and occasionally some vaccines may cause side effects that require medical care. If adverse reactions requiring a physician or hospital visit come to your attention, please call your local health center or the toll free number above.

CUMULATIVE SCHOOL HEALTH RECORD (SAMPLE)

North Slope Borough School District, P.O. Box 169, Barrow, Alaska 99723

STUDENT'S LEGAL NAME			SEX	GRADE	SCHOOL
Last	First	Middle			

STUDENT'S ADDRESS				
P.O. Box	City	State	Zip	Home Phone

BIRTHDATE			BIRTHPLACE		SOCIAL SECURITY NUMBER
Month	Day	Year	City	State	

NAME	ADDRESS (If different from Student's)	WORK PHONE	HOME PHONE
Father's			
Mother's			
Guardian's			

RACIAL/ETHNIC GROUP (Check one)

Alaska Native

Aleut ☐ Eskimo ☐ Indian ☐ American Indian ☐ Asian ☐ Black ☐ Caucasian ☐ Hispanic (Spanish) ☐

Family Physician: _____ Telephone: _____ Emergency Contact: _____ Telephone _____

Enter all temporary data in pencil. A copy of this record should [illegible] if student is transferred)

School Year	Grade	Weight 1	Weight 2	Height 1	Height 2	Vision Both	Vision R	Vision L	Hearing R	Hearing L
19										
19										
19										
19										
19										
19										
19										
19										
19										
19										
19										
19										
19										
19										

Disease History / Operations: Date / Age

RECORD OF IMMUNIZATION & TESTING

	Date	Date	Date	Date	Date	Date	Date	Date
DPT								
DT								
POLIO Salk								
Sabin								
TYPHOID								
MEASLES								
MUMPS								
OTHER								
OTHER								

	Date	Result	Date	Result	Date	Result	Date	Amount
SMALLPOX								
TUBERCULIN Time Test								
PPD Test								
CHEST X-RAY								
OTHER:								
OTHER:								

Allergic Reactions:

Sample

Student Name _____ OBSERVATIONS / REMARKS

(Teacher/Principal/Nurse/Doctor/Dentist: Date Each Entry and Have Dispensed).

Date	Observation/Comment	Disposition/Recommendation	Signature

SAMPLE

PHYSICAL EXAMINATIONS:) 0 = No Defects / = Defect Found // = Immediate Attention

Eye Disease					
Ear Disease					
Nose / Throat					
Mouth					
Teeth					
Lymph Nods					
Heart					
Lungs					
Abdomen					
Genitalia					
Orthopedic					
Nervous System					
Skin					
Nutrition					
Endocrine					
Other					
Date / Physician					
Persons Advised					

HEALTH EVALUATION FORM

Child's name _____ Sex _____ Birth date _____

Center _____

Mother's name _____ Father's name _____

Address _____ Home phone _____

Parent present at examination? _____

PHYSICAL EXAMINATION

ITEM	CONDITION
1. Eye disease	
2. Ear disease	
3. Nose and Throat	
4. Mouth	
5. Teeth	
6. Lymph node	
7. Heart	
8. Lungs	
9. Abdomen/hernia	
10. Genitals	
11. Orthopedic (inc. gait)	
12. Nervous system	
13. Skin	
14. Nutrition	
15. Endocrine	
16. Other	
17. Positive findings	

Height _____

Weight _____

Vision _____

Color Vision _____

Routine medications _____

Comments _____

SAMPLE

*0-No defect /-Defect found / /Requires immediate attention

Allergies (Indicate type and restrictions related to Preschool program.)

Able to participate in usual group activities? (Indicate any physical condition which would require special attention in the Preschool program.)

Illness History	Date
Measles	
German Measles	
Chickenpox	
Mumps	
Strep Infections	
Others (name)	

Immunization History	Date
DPT*	
Polio**	
Tine test for TB	
Measles (Rubeola-Red)*	
Measles (Ruebella-German)**	
Mumps	
Smallpox	
Typhoid**	

*/Required **Recommended

Signature of physician _____ Date _____

Prepare in triplicate, retaining one copy and giving two to the parent, one copy for the family record and one copy for presentation to the center.

CHILD'S PERSONAL HISTORY FORM

Child's Name _____ Sex M F

Child's Nickname, if any _____ Birthdate _____

Brothers and Sisters of Child

_____ Age _____

_____ Age _____

_____ Age _____

Any other persons living in the home? _____ If yes, indicate who

_____

If child is adopted, foster child or a step child, or if parents are divorced, please provide any information regarding the child's past history or custody arrangements which may be helpful to the staff _____

_____

Does the child take a nap? _____ Does the child have any food allergies? _____ Any strong food preferences or dislikes?

_____

Can the child go to the bathroom independently? _____

Any special words for toilet, etc.? _____

Does the child have any special fears? _____

Is child right or left handed? _____

Does the child have any special problems that we should be aware of? (speech, etc.) _____

_____

How would you describe the child's personality? _____

_____

What are child's favorite indoor and outdoor activities?

_____

Favorite T.V. shows? _____

Does child have contact with neighborhood children? YES NO

List children your child plays with most often.

Name Age Sex

_____

_____

Form filled in by _____ Date _____

SAMPLE

New Horizons
Anchorage, Alaska

STAFF MEMBER PHYSICAL EXAMINATION RECORD

To: Operator of Pre-elementary School

_____ was examined by me on _____.
This examination included a review of his past medical history and a physical examination. A copy of the medical history and examination findings will be maintained in my patient record files. They may be reviewed by you or your authorized representative on written request.

CHECK APPLICABLE STATEMENT:

_____ The applicant was found to be free from communicable disease and to be physically and emotionally fit for his purposed duties.

_____ The applicant was found to be unfit for the following reasons:

_____

_____

_____

_____

SAMPLE

The following tests were performed and results are available from the examining physician:

Tuberculin skin test:	Yes_____	No_____
Chest X-ray:	Yes_____	No_____
Serologic test:	Yes_____	No_____
Urinalysis:	Yes_____	No_____

_____
Signature of Examining Physician

_____
Type or Print Name of Examining Physician

_____
Address

_____

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

DIVISION OF PUBLIC HEALTH
SECTION OF COMMUNICABLE DISEASE CONTROL

BILL SHEFFIELD, GOVERNOR

3601 "C" STREET, SUITE 576
POUCH 6333
ANCHORAGE, AK 99502-0333
(907) 561-4235

EXEMPTION FORM

Alaska State Statute (4AAC 06 .055) and regulations require that all students in an Alaskan public, private or parochial school be immunized against diphtheria, tetanus, pertussis, polio, measles and rubella unless exempt for medical or religious reasons.

If an exemption is requested, complete the required information below and return this form to the school.

_____ _____
Name of Child Birthdate

Medical Exemption

In my opinion, the following immunizations would be injurious to the health and welfare of the above named child, his or her family or household and are therefore contraindicated.

☐ DTP ☐ DT or Td ☐ Polio ☐ Measles ☐ Rubella

Duration of exemption ☐ Temporary until _____ ☐ Permanent
Date

_____
Print name of Physician Address Telephone Number

_____
Physician's Signature Date

Religious Exemption

Immunization is against the tenets and practices of the church or religious denomination of which the above child is a member.

_____
Name of Church

_____
Signature of Parent or Guardian Date Phone Number

NOTE: Personal, philosophical or moral exemptions are not allowed.

ALASKA DEPARTMENT OF EDUCATION
DIVISION OF EDUCATION PROGRAM SUPPORT

AUTHORIZATION FOR THE ADMINISTRATION OF
MEDICATION BY AUTHORIZED PRE-ELEMENTARY SCHOOL STAFF

I authorize the administration of _____ to
(medication)

_____ by pre-elementary school staff.
(Child's Name)

This authorization is effective until _____
(Date)

Parent Signature _____ Date: _____

Address _____

Home Phone _____ Business Phone _____

NOTE TO PARENTS: Alaska pre-elementary school regulations prohibit the staff from giving medicine (including aspirin) and vitamins to a day care child UNLESS the pre-elementary school staff has written permission from the child's parent's. A prescription label or the medicine bottle with the doctor's name, the child's name, and a recent date is acceptable.

G389I #007

ALASKA DEPARTMENT OF EDUCATION
DIVISION OF EDUCATION PROGRAM SUPPORT
EMPLOYMENT APPLICATION
(For Use in Pre-Elementary Schools)

NAME IN FULL_____ DATE_____
ADDRESS_____ PHONE_____
POSITION DESIRED_____ SALARY EXPECTED_____
WHEN COULD YOU BEGIN WORK?_____ WHAT HOURS CAN YOU WORK?_____
DATE OF BIRTH_____ SOCIAL SECURITY NUMBER ___/___/____

PREVIOUS TRAINING

GIVE FULL EDUCATIONAL HISTORY WITH APPROXIMATE DATES AND GRADE LEVEL REACHED:

	SCHOOL	ADDRESS	DATES ATTENDED	LEVEL
ELEMENTARY				
JUNIOR HIGH				
SENIOR HIGH				
OTHER				

HAVE YOU HAD ANY OTHER TRAINING NOT SPECIFIED ABOVE?_____

_____

GENERAL EXPERIENCE, SKILLS AND INTERESTS

What experience have you had in working with children or youth, either individually or in groups? (Example: Sunday School, den mother, family day care, etc.)

Please describe:_____

_____

_____

_____

Have you had any teaching experience?_____
you play a musical instrument/sing in a choir?_____
What hobbies or other interests do you have?_____
Do you drive?_____ Do you have a current driver's license?_____

WORK HISTORY: Start with position last held, then the one before that, etc.

PLACE OF EMPLOYMENT DATES POSITION REASON FOR LEAVING

_____

_____

_____

_____

WHY DO YOU DESIRE TO ENTER THE EMPLOY OF THIS ORGANIZATION? _____

_____

_____

REFERENCES: Give three (3) persons, not relatives, who have knowledge of your character and experience and who can attest to the qualities which will enable you to work with children successfully.

NAME _____ ADDRESS _____ PHONE _____

NAME _____ ADDRESS _____ PHONE _____

NAME _____ ADDRESS _____ PHONE _____

NAME AND ADDRESS OF PERSON TO NOTIFY IN AN EMERGENCY _____

_____

GIVE ANY OTHER INFORMATION WHICH YOU MAY THINK WOULD BE HELPFUL IN CONSIDERING THIS APPLICATION IN SPACE BELOW.

TRANSPORTATION

I give permission for _____ to go on field trips
(child's name)
requiring transportation provided by the pre-elementary school.

Parent Signature _____ Date: _____

Address _____

Home Phone _____ Business Phone _____

03691 #007/2

ADMINISTRATIVE FORM

NEW HORIZON PRE-SCHOOL

Permission to Participate in School Activities and to Receive Emergency Medical Care

I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of the school.

I hereby grant permission for my child to leave the school premises under the supervision of a staff member for neighborhood walks or for field trips in an authorized vehicle.

I hereby grant permission for the Director or Acting Director to take whatever steps may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to, the following:

1. Attempt to contact a parent or guardian.
2. Attempt to contact the child's physician.
3. Attempt to contact you through any of the persons listed on the emergency information form you completed for us.
4. If we cannot contact you or your child's physician we will do any or all of the following: a. Call another physician, b. Call an ambulance, c. Have the child taken to an emergency hospital in the company of a staff member.
5. Any expenses incurred under 4, above, will be borne by the child's family.
6. The school will not be responsible for anything that may happen as a result of false information given at the time of enrollment.
7. The school will not assume responsibility for a child who has not been signed in when he arrives for the day.

SAMPLE

Signed _____ Date _____

Signed _____ Date _____

(Both Parents or Guardians)

New Horizons Pre-School
Anchorage, Alaska

AUTHORIZATION FOR
CORPORAL PUNISHMENT

I authorize the pre-elementary school staff to administer _____
(Type of Punishment)

_____

for _____
(Misbehaviors)

_____

to _____
(Child's Name)

Check if Applicable:

/ / I wish to be contacted prior to administering corporal punishment for any reason other than actions which are potentially harmful to my child or others.

/ / I wish to be contacted in the following situations _____

_____

_____

_____

This authorization is effective until _____
(Date)

Parent's Signature _____ Date: _____

Address _____

Home Phone: _____ Business Phone: _____

REQUEST FOR ENVIRONMENTAL SANITATION INSPECTION
INSTRUCTIONS - July, 1982

PURPOSE

To provide a standard means to request a sanitation inspection for a pre-elementary school. Inspections are completed by the Department of Environmental Conservation sanitarians or by Municipality of Anchorage sanitarians.

PROCEDURE

When To Prepare: Program director complete all applicable items on the Environmental Sanitation Inspection Request whenever an inspection is required for a pre-elementary school serving six or more children. See Item 9 on the form for the reasons for inspections. Mail a request for an inspection for a certificate 60 days prior to certificate expiration (at the same time the renewal application is mailed). A non-mandatory, special request inspection may be requested by an authorized certification representative, whenever the representative has inspected the program and identified areas of concern which require the expertise of a sanitation authority.

Number of Copies: Two copies of this form are completed.

Transmittal: This form is transmitted to the environmental sanitation authority having inspection responsibility. In June of 1982, that is the nearest District Office of the Department of of Environmental Conservation, except in Anchorage, where the Municipality has health inspection powers for pre-elementary school facilities.

After the inspection is completed, the sanitarian will send his/her report to the director and to the Department of Education.

DETAILED INSTRUCTIONS

1. Enter the date this request is prepared.
2. Enter the age range or proposed age range for a facility that will care for children.
3. Enter the status of certificate; if there is no certificate enter "Applicant" and the planned opening date.
4. Enter the expiration date of the certificate. If the certificate has not been issued, enter "NONE".
5. Enter the certificate capacity or proposed capacity.
6. Indicate the reason for inspection. If reason for inspection is "Special Request," be sure to specify the reason in the Comments section.
7. Enter the facility name, contact person, location, mailing address, and telephone number(s).

REQUEST FOR ENVIRONMENTAL SANITATION INSPECTION
INSTRUCTIONS - July, 1982 (CONTINUED)

8. Indicate whether the facility specializes in serving the handicapped. If yes, specify in Item 17 by type of handicap, e.g. mentally retarded, orthopedically handicapped, health impaired, visually impaired, hearing impaired, seriously emotionally disturbed, or multiple handicaps. Also indicate if, in your judgement, the provisions of 18 AAC 30.880, apply in this facility. Those provisions apply if a facility regularly provides care for physically handicapped persons. "Physically handicapped person" means a person who, (a) is not ambulatory or who is ambulatory only with the aid of an appliance or medical device; or (b) is physically incapable of walking a normal path to safety, including the ascent and decent of stairs.
9. Enter the date of the last Environmental Sanitation Inspection report on file in the facility certification file.
10. Indicate the inspection authority to whom this request is being mailed, State or Anchorage Municipality.
11. The inspection report will automatically be sent to the applicant facility. Copies of the inspection report should go to the State Department of Education.
12. Enter identifying information on the authorized certification representati if any.
13. Enter direction to the facility.
14. Specify special reason(s) for the inspection request or give other appropriate information.

ATE OF ALASKA
UEPARTMENT OF EDUCATION

DIVISION OF EDUCATION
PROGRAM SUPPORT

SANITATION INSPECTION REQUEST

1. Date of Request _____

2. Age Range _____

4. Status of Certificate 5. Certificate Expiration Date 6. Child Capacity

7. Required Inspections

[ ] Pre-elementary School for six or more children (60 AAC 60.139)

8. Reason for Inspection

[ ] New Application
[ ] Certificate Renewal Inspection
[ ] Complaint (Specify in Item 17)
[ ] Change of Ownership
[ ] Relocation
[ ] Addition/Plan Review
[ ] Proposed New Construction Plan Review
[ ] Special Request (Specify in Item 17)

9. Facility Name

Name of Administrator/Contact Person

Location of Facility (Number, Street)

Mailing Address (if different)

City Zip Code

Telephone Number Alternate Telephone Number

10. Facility specializes in serving the Handicapped
[ ] Yes [ ] No If Yes, specify in Item 17.

11. Date of Last Inspection Report

12. Inspection Authority

13. MAIL COPY OF INSPECTION REPORT TO: [ ] Department of Education

14. Authorized Department of Education Representative

Address
City State Zip
Telephone

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. Directions to the Facility: _____

_____

_____

_____

_____

_____

_____

16. Comments: _____

_____

_____

_____

_____

_____

_____

03891 #008/2

REQUEST FOR FIRE SAFETY INSPECTION - INSTRUCTIONS - June, 1987

PURPOSE

To provide a standardized means for requesting a fire safety inspection for a pre-elementary school, which is applying for a certificate, when required or when considered necessary. Required inspections must be completed by the State Fire Marshall's Office or by a Municipal Fire Marshall's Office where the State Fire Marshall has deferred to municipal authority under 13 AAC 50.027(b) and 13 AAC 50.075.

Non-mandatory inspections of programs that are not required to be certified may not be available in many communities, but are completed by a local fire safety authority who agrees to conduct a courtesy inspection at the request of program staff. If the program is in a remote or rural location, a designee of the Fire Marshall may do the inspection if they are approved to do so by the Fire Marshall and have receive appropriate training. Contact the closest regional Fire Marshall for more information.

PROCEDURE

When To Prepare: Program director complete all applicable items on the Fire Safety Inspection Request whenever an inspection is requested for a new pre-elementary school. See Item 9 on the form for the reasons for inspections. Mail a request for an inspection for a certificate renewal 60 days prior to the certificate expiration date.

A non-mandatory, courtesy inspection may be requested by an authorized Department of Education certification representative when the specialist has inspected the program and identified areas of concern where the expertise of a fire safety authority is considered necessary. Due to limited resources for statutory responsibilities, non-mandatory "courtesy" inspection requests will not be honored by the Alaska Division of Fire Protection, Department of Public Safety. It is also the policy of the Fairbanks Fire Department to inspect only those facilities in the required category. Other local fire authorities may or may not agree to perform courtesy inspections.

Number of Copies: Two copies of this form are completed.

Transmittal: For all required inspections (all pre-elementary schools requiring certification) this form is transmitted to the fire safety authority having inspection responsibility. In most cases that is the Director, Division of Fire Prevention, Department of Public Safety, 5333 Fairbanks Street, Suite 11, Anchorage, Alaska 99502. In Fairbanks, Anchorage, Valdez, and Juneau, the Director has deferred to local jurisdictions.

After the inspection is completed, the inspector will send his/her report to the applicant and to the Department of Education.

DETAILED INSTRUCTIONS

1. Enter the date this request is prepared.
2. Enter the age range or proposed age range for a facility that will care for children.
3. Enter the status of certificate; if there is no certificate enter "NONE". If none, give the planned opening date.
4. Enter the expiration date of the certificate. If the certificate has not been issued, enter "NONE".

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5. Enter the certificate capacity or proposed capacity.
6. Check all boxes that are appropriate to describe the type of facility.
7. Indicate the reason for inspection. If reason for inspection is "Special Request," be sure to specify the reason in the Comments section.
8. Enter the facility name, contact person, location, mailing address, and telephone number(s).
9. Indicate whether the facility specializes in serving the handicapped. If yes, specify in Item 18 by type of handicap, e.g. mentally retarded, orthopedically handicapped, health impaired, visually impaired, hearing impaired, or seriously emotionally disturbed.
10. Enter the date of the last Fire Safety Inspection report on file in the facility certification file.
11. Indicate the fire safety authority with jurisdiction to whom this request is being mailed.
12. The inspection report will automatically be sent to the applicant facility. Copies of the inspection report should go to the State Department of Education.
13. Enter identifying information on the authorized certificate representative, if any.
14. Enter direction to the facility.
15. Specify reason(s) for inspection request. If this is a courtesy inspection request the areas of concern identified by the authorized certified representative should be indicated here.

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PROGRAM SUPPORT

FIRE SAFETY INSPECTION REQUEST

1. Date of Request _____

2. Age Range _____

4. Status of Certificate 5. Certificate Expiration Date 6. Child Capacity

7. Required Inspections (4 AAC 60.129)

8. Reason for Inspection

[ ] New Application
[ ] Certificate Renewal Inspection
[ ] Complaint (Specify in Item 17)
[ ] Change of Ownership
[ ] Relocation
[ ] Addition/Plan Review
[ ] Proposed New Construction Plan Review
[ ] Special Request (Specify in Item 17)

9. Facility Name

Name of Administrator/Contact Person

Location of Facility (Number, Street)

Mailing Address (if different)

City Zip Code

Facility Telephone Number Alternate Telephone Number

10. Facility specializes in serving the Handicapped
[ ] Yes [ ] No If Yes, specify in Item 16.

11. Date of Last Inspection Report

12. Inspection Authority

13. MAIL COPY OF INSPECTION REPORT TO: [ ] Alaska Department of Education

14. Authorized Certification Representative

Address
City State Zip
Telephone

Directions to the Facility: _____

_____

_____

_____

_____

_____

_____

16. Comments: _____

_____

_____

_____

_____

_____

_____

_____

_____

State of Alaska
Department of Public Safety

DIVISION OF FIRE PREVENTION

Reply to:
- ☐ Pouch N, Juneau, AK 99811, (907) 465-4331
- ☐ P.O. Box 6313, Anchorage, AK 99502, (907) 269-5604
- ☐ 1979 Peger Road, Fairbanks, AK 99709, (907) 456-4002

NOTIFICATION OF FIRE HAZARDS AND AN ORDER TO CORRECT

TO: _____

_____

_____

_____

Occupancy Name: _____

Location: _____

UBC Classification: _____

Inspection Date: _____

The following deficiencies were noted and are required to be corected as indicated.

Deficiencies/Corrective Action Required	Date

YOU ARE HEREBY ORDERED TO IMMEDIATELY CORRECT THE LISTED DEFICIENCIES AND TO NOTIFY THIS OFFICE OF THE CORRECTION BY THE DATE SPECIFIED IN COLUMN TWO. SEE OTHER SIDE FOR YOUR APPEAL RIGHTS.

Received by: _____ Inspector: _____

Relation to property: _____ Date: _____

Authority: AS 18.70.070 - 18.70.080 Page _____ of _____

White - Owner Yellow - File Pink - Fire Department Goldenrod - Director

APPEAL RIGHTS

Title 13 Alaska Administrative Code
Chapter 50, Section 070(e)

(e) If an order is made by the state fire marshal or his or her authorized representative, the owner or occupant may, *within seven days after receiving the order*, file a written appeal to the state fire marshal who will, within 10 days after he or she receives the appeal, review the order and file his or her written decision. The order must be complied with within the time specified in the order unless the state fire marshal revokes the order. The state fire marshal's decision on an appeal under this subsection is a final order of the Department of Public Safety for purposes of AS 18.70.100. (In effect before 7/28/59; am 6/25/69, Reg. 30; am 2/21/71, Reg. 37; am 1/14/81, Reg. 77)

Alaska Statute Section 18.70.100

Sec. 18.70.100. Violation. (a) A person who violates any provision of state statutes 10 - 100 of this chapter or the published rules and regulations or orders adopted under it from which no appeal has been taken within 30 dyas after the issuance of a final order is, severally, for each violation, guilty of a misdemeanor, and is punishable by a fine of not more than $500, or by imprisonment for not more than six months, or by both. A person aggrieved by a final order of the Department of Public Safety may appeal to the superior court within 30 days after the issuance of the order. The imposition of one penalty for a violation does not excuse the violation and a person guilty of a violation shall correct the violation within a reasonable time. When not otherwise specified, each 10 days that a prohibited condition is maintained is a separate offense.

(b) The application of the penalty prescribed in (a) of the section does not prevent the Department of Public Safety from enforcing the removal of the prohibited conditions (Subsection 10 ch. 66 SLA 1955; added by Subsection 1 ch. 113 SLA 1957.)

FIRE DRILL REPORT

Date of Drill _____ Unit _____

Time of Drill was initiated _____ A.M. P.M.

Time Total Evacuation Was Completed _____ A.M. P.M.

1. Was evacuation conducted in a safe and efficient manner? In not, please explain:

2. Detail any potential or actual difficulties to safe and efficient evacuation.

3. How might the evacuation time be improved?

4. Do staff and children give evidence of knowledge of evacuation procedures? If not, please provide details:

5. Recommendations for Follow-up:

6. How were above recommendations implemented?

_____ _____

Staff Signature Date of Report

FIRE DRILL PARTICIPANTS

Personnel Participants (List)

Resident Participants (List)

Resident Non-Participants (List and give explanation)

ALASKA DEPARTMENT OF EDUCATION
COMPLAINT PROCEDURE
PRE-ELEMENTARY SCHOOLS

A. Child Abuse/Neglect/Sexual Assault

1. Refer caller to closest location of Department of Health and Social Services, Division of Family and Youth Services. When calling State, "I have a report of harm."

2. Do not record information, but refer them directly to the Division of Family and Youth Services.

B. Programmatic: Certified Public/Private Preschools *

1. Record full information on complaint record.

2. Notify appropriate Department of Education staff of nature of complaint. (Annie Calkins, Kathi Wineman, Darby Anderson, Steve Hole, Dick Luther.)

3. Early Childhood Specialist will notify preschool director by letter about content of complaint without giving name of person filing complaint.

4. After correspondence with the director of the preschool, if the department has reason to believe that the preschool in question is out of compliance with the preschool regulations, it may notify the director of a schedule regarding a hearing on the matter. (4 AAC 60.050)

C. Programmatic: Non-certified Private Preschools

1. Exempt from regulations.

2. Do not record complaint. Refer complainant directly to preschool.

3. If complaint is initiated in Anchorage Municipality and the program serves more than 5 children, refer caller to: Martha Rasmussen, Department of Health and Human Services, 264-4758.

D. Programmatic: Non-certified Public/Private Which Receive State or Federal Money Preschools**

1. Record information on complaint record.

2. Notify Head Start Director/Superintendent/Preschool Director by letter about content of complaint without giving name of person filing complaint.

* This procedure is to be followed for those schools actively pursuing preschool certification. Preschool files are considered active for 180 days from the date of acceptance of the application by DOE.

** Federal and State Sources of Funding for Preschools

Department of Education:

USDA
Foundation Funding
Nutrition Education and Training Programs
Special Education
Bilingual
Chapter I
Indian Education
Migrant Education

Department of Community and Regional Affairs:

Education and Training Grant
Child Care Grant
Day Care Assistance
Head Start
Lesiglative Grant

Department of Health and Social Services:

Preventive Services Grant
Prematernal Grant
Homemaker Grant

Public Safety:

Domestic Violence/Sexual Assault

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ALASKA DEPARTMENT OF EDUCATION

REPORT OF COMPLAINT

1. Facility Name | Type of Facility | Director/Administrator

Facility Address | Telephone No.

Certified? /__/ YES /__/

2. Specifics of Complaint:

3. Others to whom incident has been reported:

4. Others having knowledge of the incident:

5. Measures Taken to Protect Children:

6. Complaint Received By | Title | Date | Time

7. Investigation Assigned To: | Title | Date | Time

8. Name of Complainant | Relationship to Facility

Address of Complainant | Home Telephone | Work Telephone

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ALASKA DEPARTMENT OF EDUCATION
DIVISION OF EDUCATION PROGRAM SUPPORT

APPLICATION FOR A WAIVER OF A REQUIREMENT*

Return to the Address Below

Authority: 4 AAC 60.059

COMPLETE APPLICABLE SPACES ONLY:

APPLICANT: _____ PHONE: _____

FACILITY ADDRESS: _____

APPLICANT'S MAILING ADDRESS: _____

Cite the requirement for which waiver is requested, explain why provision(s) cannot be satisfied; describe the alternative method proposed for meeting the safeguarding intent of the provision; cite the period of time requested (less than one year).

Applicant's Signature: _____ Date: _____

STAFF COMMENTS/RELEVANT INFORMATION:

BY: _____ AGENCY: _____ DATE: _____

APPROVED /__/ DISAPPROVED /__/ COMMENTS OR SPECIAL PROVISIONS:

WAIVER COMMITTEE: _____ DATE: _____

03891 #011

On-Site Review Information

Pre-Elementary Monitoring

Alaska Department of Education
1986-1987

A. Background

The purpose of regulation in child care and pre-elementary programs is to "reduce predictable risk to the health and safety of young children, and to ensure adequate programs and opportunity for development...Some standards are based on the knowledge that certain practices are necessary to promote health, safety and well-being; that other practices, if permitted, would be detrimental to those in care." (Pat Monroe, 1982 DHSS) For instance, a center must have sufficient staff to provide for each child's physical care and to offer individual attention as it may be needed to promote of a child's well being. On the other hand, if a center cannot pass the local sanitation or fire inspection, the safety of the child could be in jeopardy. Certification, then, establishes a floor of quality to be met by preschools.

B. Authority: Every person, institution or agency operating a school for children, ages three through five years, when the school's primary function is educational, shall apply to the department for a certificate of approval. (4AAC 60.010)

Implications: Early childhood programs providing group care for 3-5 year old children in our state, are regulated by two agencies. The Department of Health and Social Services (DHSS) licenses child care centers which provide day care for young children. These programs may also have strong educational components. The Department of Education (DOE) certifies preschools (pre-elementary programs) for children ages 3-5 years, when the school's primary function is educational. In reality, these programs may also be providing child care.

Authority: The department shall exercise general supervision over pre-elementary schools that receive direct state and/or federal funding (Section 14.070.020 (a)(8)).

Implications: Programs that receive direct state and/or federal funds need to become certified. Funding sources include but are not limited to: School districts, Head Start, Chapter I, Migrant Education, USDA, Community Schools, and Indian Education. Programs not receiving state and/or federal funds can choose to be certified. Religious programs are also exempt, yet many choose to certify their programs.

C. Process of Certification:

1. A pre-elementary school submits an Application for Approval, along with other necessary paperwork.

2. An Education Associate at the Department of Education reviews the paperwork, indicating missing items.

3. The Early Childhood Specialist reviews the program content and notes deficiencies and strengths.

4. A correspondence is continued with the preschool to ensure that all of the necessary paperwork is in order for certification, after which a certificate is issued. An on-site review may be scheduled.

5. The on-site review means:

   a. A meeting with the program administrator for 20-30 minutes to review the monitoring forms and answer certification questions. The administrator should set up the time for the classroom visit for observation, and to talk with the teacher.

   b. An hour and one-half should be allowed to observe in the classroom, to check records and to meet with the teacher(s).

   c. The Department of Education staff person will complete the on-site form.

   d. A copy of the form will be given to the preschool administrator.

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ALASKA DEPARTMENT OF EDUCATION
Instructional Center

Pre-Elementary School
On-Site Review Inspection
Monitoring Form
4 AAC 60.010 - 4 AAC 60.180

NAME OF PROGRAM _____ CONTACT PERSON _____

SCHOOL DISTRICT _____ POSITION _____

DOE REPRESENTATIVE _____ CONTACT NUMBER _____

DATE OF SCHEDULED VISIT(S) _____

/____/ Program documents reviewed prior to on-site visitation

Signature of Reviewer _____

Date _____

Areas to focus for clarification during on-site visit:

_____ 1. Requirements
_____ 2. Application
_____ 3. Display of Certificate
_____ 4. Insurance
_____ 5. Records
_____ 6. Physical Examination
_____ 7. Staffing
_____ 8. Recognition of Special Needs
_____ 9. Disaster Plan
_____ 10. Facility Inspection
_____ 11. Changes
_____ 12. Nondiscrimination
_____ 13. Programmatic Requirements
_____ 14. Transportation

PERSON INTERVIEWED _____ ROLE IN PROGRAM _____

Revised: 6/16/87

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II. A. 2 PRE-ELEMENTARY ON-SITE REVIEW FORM
Instructions
(4AAC 60.010 - 180)

Purpose: This form is for use in reviewing Alaska pre-elementary school programs for compliance with Alaska state pre-elementary school regulations.

The form is to be used:
1. before issuance of a conditional or regular certificate of approval
2. when a complaint or allegation is investigated
3. when conditions in a facility indicate that revocation or denial of a certificate may become necessary, and
4. when considered necessary by a Department of Education program specialist.

Applicability of Regulations
The Regulation Items in column two of the form merely summarize parts of the Alaska Administrative Code. They include only items considered in an on-site visit. See a copy of the regulations (Title 4 AAC 60.010-180) for a complete listing of requirements relating to pre-elementary schools.

General Procedure:
The Department of Education certification representative completes an original copy of the form during or shortly after on-site visit. A copy of the completed form will be provided to the applicant, or findings may be summarized in a letter to the applicant. After certification has been approved or denied, the original, completed form is filed at the Department of Education for a period of three years.

If certification review extends to more than one date, the certification representative will indicate multiple dates on the form.

Instructions for using this form:

1. In column 1 code each Regulation Item being reviewed as reflecting:
   C = compliance
   NC = non-compliance
   N/A = not applicable

2. Comments and Recommendations (columns 3 and 4) must specifically document compliance or non-compliance. The reviewer should use these columns to note observations, file review findings, and document other evidence that the program meets or does not meet requirements. These columns also may reference work sheet attachments reviewing personnel records, operational manual checklist, or other supporting documentation. If more space for comments is needed, attach a separate sheet, coded to the Regulation Item number, at the end of the form.

3. Program staff interviewed during this review should be broadly representative, including as much as possible, teachers, aides, administrators, maintenance staff, food service personnel, parents and others.

4. The DOE Representative should sign and date the form on the last page.

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II.A.2. PRE-ELEMENTARY ON-SITE REVIEW FORM

C/NC/NA*	Regulation Item	Comments	Recommendations/Required Action
☐ (4 AAC 60.010)	1. Requirements (a) Every educational institution operating a school for children ages three through five years, when the school's primary function is educational shall apply to the department for a certificate of approval.		
☐ (4 AAC 60.030)	2. Application for Certificate of Approval (a) Application is complete, on required form, with all attachments, including a plan for supervision and education of children. (d) The Department may grant a conditional certificate of approval for programs with minor deficiencies correctable within a time specified on the permit, but not exceeding six months.	(d) Date issued: Deficiencies to be corrected:	
☐ (4 AAC 60.060)	3. Display of Certificate (a) Certificate must be displayed in a prominent place in the pre-elementary school.	(a) Location:	

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* C = Compliance, NC = Non-Compliance, NA = Not Applicable

C/NC/NA*	Regulation Item	Comments	Recommendations/Required Action
☐ (4 AAC 60.080)	4. Insurance (a) Each non-public pre-elementary school must have: (1) bodily injury insurance not less than $100,000 per child; (2) $300,000 per accident; (3) company must be authorized to do business in Alaska. Policy must contain the following endorsement: "In the event of cancellation of this policy, the company agrees to give 30 days advance notice to the Department of Education, P.O. Box F, Juneau AK 99811." (b) If policy lapses more than once in 12 months, the second policy lapse is grounds for certificate termination.		
☐ (4 AAC 60.090)	5. Records (a) Pre-elementary school shall maintain an individual record for each pupil enrolled, containing not less than the following: (1) child's full name, birth date, and current address; (2) name and address of parents or legal guardians;	(a) Number of records reviewed: _____ (a minimum of 1/3 of the files should be reviewed)	

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* C = Compliance, NC = Non-Compliance, NA = Not Applicable

C/NC/NA*	Regulation Item	Comments	Recommendations/Required Action
	(3) telephone numbers and instructions on how the parents may be reached during school hours; (4) names and addresses of persons authorized to take the child from school; (5) a record indicating the immunization status of the child; (6) a Cumulative Health Record Form (minimum is TB record).		
☐ (4 AAC 60.100)	6. Physical Examination for Children (a) Not more than three months before first entering school, each child must have a tuberculosis skin test which meets the requirements of 7 AAC 27.213. (b) Before first entering school, each child must have received the immunizations required by 4 AAC 06.055.		
☐ (4 AAC 60.115)	7. Staff (anyone who provides direct services to children and may be a) 19 years or over who are salaried; b) classroom volunteers who are at least 19 years of age; c) student aides enrolled in a training program who are at least 16 years of age.)		

C = Compliance, NC = Non-Compliance, NA = Not Applicable

C/NC/NA*	Regulation Item	Comments	Recommendations/Required Action
	(a) All staff must have a physical exam annually and not more than three months before initial employment. (1) Exam must include proof of negative tine test. (This is the minimum requirement.) (2) Exam and tine test results shall be kept in a personnel file subject to inspection by the department. (b) Volunteers must have proof of negative tine test taken annually and not more than three months before initial service.		
☐ (4 AAC 60.120)	8. Recognition of Special Needs (a) Exceptional children, age three to five may receive special assistance from the local school district. Any pre-elementary school which provides services for an exceptional child and receives state funds for providing services must adhere to guidelines for special education.	(a) Do you participate in Child Find? (a) Describe special education services provided.	

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* C = Compliance, NC = Non-Compliance, NA = Not Applicable

II.A.2. PRE-ELEMENTARY ON-SITE REVIEW FORM, Continued

C/NC/NA*	Regulation Item	Comments	Recommendations/Required Action
☐ (4 AAC 60.130)	9. Disaster Plan (a) Pre-elementary school has developed a disaster plan that includes provisions for each child in the school, until he/she is released to an appropriate authority.	(a) Location of posted plan.	
☐ (4 AAC 60.140)	10. Facility Inspection (a) Pre-elementary school has requested an inspection by public safety and health agencies and conforms to standards established by those agencies. (b) Copies of documents indicating satisfactory compliance with health and safety standards are on file with the Department before the issuance of a certificate of approval.		
☐ (4 AAC 60.150)	11. Changes in Major Written Policies, Plans, and Programs (a) Major changes in written policies, plans, programs, and other information included in the initial application have been transmitted to the Department within 30 days following implementation of the change.		

* C = Compliance, NC = Non-Compliance, NA = Not Applicable

II.A.2. PRE-ELEMENTARY ON-SITE REVIEW FORM, Continued

C/NC/NA*	Regulation Item	Comments	Recommendations/Required Action
☐ (4 AAC 60.160)	12. Nondiscrimination No pre-elementary school will be approved unless it adopts a policy of nondiscrimination in respect to race, sex, creed, color, or religion with the following exceptions: (1) a pre-elementary school established for an identified group (e.g., physical-mental handicaps) may serve that group only but otherwise may not discriminate; (2) a religious group may elect to serve children that adhere to its religious beliefs but otherwise may not discriminate.		
☐ (4 AAC 60.170)	13. Programmatic Requirements (a) Pre-elementary school has provided the following information, in writing, to the Department: (1) philosophy of education; (2) goals and objectives; (3) program model and teaching techniques used in achieving the stated; (4) daily educational activities schedule, including provisions for individual activities, small group activities and large group activities;	(4) Daily schedule:	

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* C = Compliance, NC = Non-Compliance, NA = Not Applicable

II.A.2. PRE-ELEMENTARY ON-SITE REVIEW FORM, Continued

C/NC/NA*	Regulation Item	Comments	Recommendations/Required Action
	(5) the number and ages of the children to be served along with the number of staff members working with the children; (6) provisions for parental involvement; (7) a copy of all public advertisements regarding the school; (8) a copy of the personnel and administrative rules of the school; (9) and a copy of all administrative forms used by the school.	(5) Number of children observed today: _____	
	(b) Pre-elementary school has sufficient staff to provide for each child's physical care and to offer individual attention to children as it may be needed as well as time to interact with children for the benefit of their conceptual and language growth. The number of staff and their utilization should reflect programmatic requirements, differences in the needs of the children served and should permit flexible groupings.	(b) Number of staff today: _____ (b) Describe:	
123	(c) There must be at least two staff members, one of whom may be a teacher-aide, present in each building. They must be stationed in sufficient proximity to be of aid in emergency situations.		124

* C - Compliance, NC - Non-Compliance, NA - Not Applicable

II.A.2. PRE-ELEMENTARY ON-SITE REVIEW FORM, Continued

C/NC/NA*	Regulation Item	Comments	Recommendations/Required Action
	(d) The operator has provided a written training plan for each staff member who serves in the capacity of teacher, teacher-aide, or assistant teacher to include: (1) provisions for pre-service and inservice training. (2) frequency of inservice. (3) content.	(d) Interview staff:	
☐ (4 AAC 60.175)	14. Transportation (a) An adult has been designated to accompany the driver and provide for pupil safety when more than six pupils are transported in a vehicle.		

* C = Compliance, NC = Non-Compliance, NA = Not Applicable

Signature of DOE Representative

Date

Time

Pre-Elementary School Regulations

ALASKA LAWS THAT DIRECTLY AFFECT EARLY CHILDHOOD EDUCATION

Sec. 14.03.070. School age.

A child who is six years of age or who will become six years of age before November 2 following the beginning of the school year, and who is under the age of 20 and has not completed the 12th grade, is of school age. (Sec. 1, ch. 98 SLA 1966) (As of July 2, 1987 the school age cutoff date has been changed to August 15 preceding the beginning of the school year. This takes effect July 1, 1988.)

Sec. 14.03.080. Free education.

(a) A child of school age is entitled to attend public school without payment of tuition during the school term in the school district in which he is a resident subject to the provisions of AS 14.14.110 and AS 14.14.120. (am Sec. 1 ch 64 SLA 1972)

(c) A child under school age may be admitted to the public school in the district of which the child is a resident at the discretion of the governing body of the school district if the child meets minimum standards prescribed by the board evidencing that the child has the mental, physical, and emotional capacity to perform satisfactorily for the educational program being offered.

(d) A child who is five years of age or who will become five years of age before November 2 following the beginning of the school year, and who is under school age, may enter a public school kindergarten. (As of July 2, 1987 the kindergarten entry date has been changed to August 15 preceding the beginning of the school year. This takes effect July 1, 1988.)

(e) A child under school age shall be admitted to a school in the district of which the child is a resident if immediately before the child became a resident of the district, the child was legally enrolled in the public schools of another district or state. (Sec. 1 ch 98 SLA 1966; am Sec. 1 ch 64 SLA 1972)

Sec. 14.03.083. Contracting for services.

(a) A school district may contract for educational services provided to students in the district by an agency which is accredited by the Department of Education under AS 14.07.020 and (b) of this section.

(b) The Department of Education shall adopt regulations and establish program standards for educational services which may be contracted for by a school district.

(c) Expenses incurred by the department in accrediting the agency and program shall be born by the agency seeking accreditation. (Sec. 1 ch 49 SLA 1973)

Early Childhood Education Implications: Even though kindergarten is not mandatory, school districts may provide this program with the condition that the program meets Department of Education approval. School districts also have the option to provide approved educational programs for children under the kindergarten age.

Sec. 14.07.020. Duties of the Department. The department shall:

(7) prescribe by regulation, after consultation with the state fire marshal and the state sanitarian, standards in addition to requirements of AS 18.15.145 that will assure healthful and safe conditions in the public and private schools

of the state including a requirement of physical examinations and immunizations in pre-elementary schools; the standards for private schools may not be more stringent than those for public schools; (Sec. 2 ch 126 SLA 1978; am Sec. 2 ch 11 SLA 1984; am Sec. 1 ch 32 SLA 1984)

(8) exercise general supervision over pre-elementary schools that receive direct state or federal funding; (am Sec. 2 ch 11 SLA 1984)

Early Childhood Education Implications: As of 1984, only those programs for children aged 3-5, that receive direct state or federal aid will be supervised by the Department of Education. Exempt programs are required to meet the minimal health and safety standards set out in sub-section 7.

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(9) provide accredited elementary and secondary correspondence study programs available to any Alaskan through a centralized office of correspondence study. (Sec. 1 ch 98 SLA 1966; am Sec. 2 ch 69 SLA 1971; am Sec. 6 ch 104 SLA 1971; am Sec. 1 ch 190 SLA 1975; am Sec. 6 ch 50 SLA 1977).

Early Childhood Education Implications: Children in isolated areas of the state and/or those who reside in communities that do not implement a kindergarten program may participate in an approved program through correspondence study.

Sec. 14.30.180. Purpose.

It is the purpose of secs. 180-350 of this chapter to provide an appropriate public education for the exceptional children in the state who are at least three years of age but less than 22 years of age. (Sec. 1 ch 120 SLA 1959; am Sec. 1 ch 144 SLA 1970, am Sec. 1 ch 79 SLA 1974; am Sec. 1 ch 147 SLA 1984)

Early Childhood Education Implications: School age for exceptional children is lowered, delegating to the Department of Education responsibility of providing financial support to local educational agencies that furnish the services.

Sec. 14.36.010. Establishment of Community Schools.

Early Childhood Education Implications: Community Schools can provide the vehicle for parent education, training for child care providers, community education regarding early childhood development, and planning for parenthood projects.

Sec. 47.20.005. Purpose.

It is the purpose of secs. 5-50 of this chapter to provide appropriate public education and training for the exceptional children in this state who have not reached the age of three. To the maximum extent possible, the department shall establish a learning program which emphasizes individual needs, is home based, and involves parents in the education and training of their children (am Sec. 1 ch 77 SLA 1978).

Early Childhood Education Implications: Professional guidance and financial assistance is available from the Department of Health and Social Services to organized parental groups, school districts, regional educational attendance areas and non-profit corporations for educating and training of exceptional children under the age of three.

CHAPTER 60.
PRE-ELEMENTARY (EARLY CHILDHOOD) SCHOOL

Section

10. Requirements
20. Exemption
30. Application for a certificate of approval
40. Denial of approval; hearing
50. Duration of approval
60. Display of certificate
70. Certificate of approval
80. Insurance
90. Records
100. Physical examination for children
110. (Repealed)
115. Staff
120. Recognition of special needs
130. Disaster plan
140. Facility inspections
150. Changes in major written policies, plans, programs
160. Nondiscrimination
170. Programmatic requirements of the pre-elementary schools
175. Transportation
180. Definitions

4 AAC 60.010. REQUIREMENTS. (a) Every person, institution or agency operating a school for children ages three through five years, when the school's primary function is educational, shall apply to the department for a certificate of approval.

(b) The educational component of all pre-elementary programs is under the general supervision of the department in cooperation with the Department of Health and Social Services. Those programs not approved by the Department of Education are supervised by the Department of Health and Social Services.

(c) Before admitting a child whose school expenses could be the responsibility of departments of state government, authorization of eligibility should be requested from the appropriate department by the school. (Eff. 4/20/73, Reg. 45; am 5/20/77, Reg. 62)

Authority: AS 14.07.020(8)
AS 14.07.060
AS 14.35.080(4)

4 AAC 60.020. EXEMPTIONS. The following are exempt from 4 AAC 60.010:

(1) schools maintained by the United States government;

(2) courses of instruction on religious subjects given under the auspices of a religious organization, such as church schools, vacation Bible schools, or similar denominational programs;

(3) schools that enroll six children or less. (Eff. 4/20/73, Reg. 45; am 5/20/77, Reg. 62; am 8/30/86, Reg. 99)

Authority: AS 14.07.020(8)
AS 14.07.060

4 AAC 60.030. APPLICATION FOR A CERTIFICATE OF APPROVAL. (a) Application for a certificate of approval must be submitted on a form prescribed by the department.

(b) No pre-elementary school may represent that its program has a sponsorship, approval, characteristics, affiliation, or accreditation which it does not have, nor may any school cause a likelihood of confusion or misunderstanding as to any of these matters.

(c) Before issuing a certificate of approval, the department shall conduct an investigation of the applicant, including the proposed plan for the education and supervision of children and the mode of operation of the pre-elementary school. If the results of the investigation reveal that the primary purpose of the school is educational and that applicable regulations adopted by the department are satisfied, a regular certificate of approval shall be issued.

(d) The department may grant a conditional certificate of approval for programs with minor deficiencies correctable within a time specified on the permit, but not exceeding six months. (Eff. 4/20/73, Reg. 45; am 5/20/77, Reg. 62)

Authority: AS 14.07.020(8)
AS 14.07.060

4 AAC 60.040. DENIAL OF APPROVAL; HEARING. (a) A school or program denied a certificate of approval by the department is entitled to a hearing before the state Board of Education at a regular meeting of the board if a written appeal is received by the commissioner within 15 days of the date of denial of certification.

(b) The decision of the board on the appeal is final. (Eff. 4/20/73, Reg. 45; am 5/20/77, Reg. 62)

Authority: AS 14.07.020(8)
AS 14.07.060

4 AAC 60.050. DURATION OF APPROVAL. (a) A certificate of approval remains in effect for a period of no more than five years from date of issuance.

(b) A certificate may be revoked or suspended for failure to comply with the requirements of this chapter or other statutes and regulations governing the health, safety and welfare of students and employees.

(c) If the department has reasonable cause to believe that the holder of a certificate has failed to comply with this chapter or other applicable statutes and regulations, it may notify the holder of the basis for its belief and schedule a hearing on the matter to determine whether the certificate should be revoked or suspended. The commissioner shall appoint a hearing officer to preside over the hearing and to control its proceedings. The hearing shall be public, and all interested persons who have information relevant to the inquiry shall be permitted to be heard or to submit written statements and arguments, or both. A record shall be kept of the hearing.

(d) Following the hearing, the hearing officer shall prepare his findings and conclusions and recommend appropriate action to the commissioner. The commissioner shall review the hearing officer's recommendations and decide what, if any, action should be taken.

(e) A certificate holder whose certificate has been revoked or suspended by the commissioner may request, in writing and within 15 days of receiving notification of the commissioner's decision, that the board review that decision. A review will be made by the board or a committee of the board in the same manner as that provided in 4 AAC 60.040. The decision of the board is final. (Eff. 4/20/73,

Reg. 45; am 5/20/77, Reg. 62)
Authority: AS 14.07.020(8)
AS 14.07.060

4 AAC 60.060. DISPLAY OF CERTIFICATE. The certificate of approval must be displayed in a prominent place in the pre-elementary school. (Eff. 4/20/73, Reg. 45; am 5/20/77, Reg. 62)
Authority: AS 14.07.020(8)
AS 14.07.060

4 AAC 60.070. CERTIFICATE OF APPROVAL. The certificate of approval must include

(1) name of pre-elementary school;

(2) address of pre-elementary school;

(3) maximum allowable number of children;

(4) effective dates of certificate;

(5) ages of children to be enrolled;

(6) minimum number of staff members required to be in attendance while children are present. (Eff. 4/20/73, Reg. 45; am 5/20/77, Reg. 62)
Authority: AS 14.07.020(8)
AS 14.07.060

4 AAC 60.080. INSURANCE. (a) Each nonpublic, pre-elementary school must have bodily injury liability insurance in an amount not less than $100,000 per child, $300,000 per accident, with a company authorized to do business in the State of Alaska. Policies must contain the following endorsement:

"In the event of cancellation of this policy, the company agrees to give 30 days' advance notice to the Department of Education, Pouch F, Juneau, Alaska 99811."

(b) If the insurance required under (a) of this section is allowed to lapse more than once in a 12-month period, the second policy lapse is grounds for termination of approval. (Eff. 4/20/73, Reg. 45; am 5/20/77, Reg. 62)
Authority: AS 14.07.020(8)
AS 14.07.060

4 AAC 60.090. RECORDS. The pre-elementary school shall maintain an individual record for each pupil enrolled which must contain not less than the following:

(1) child's full name, birth date, and current address;

(2) name and address of parents or legal guardians;

(3) telephone numbers and instructions how the parents may be reached during school hours;

(4) names and addresses of persons authorized to take the child from school;

(5) a record indicating the immunization status of the child;

(6) a Cumulative Health Record Form. (Eff. 4/20/73, Reg. 45; am 5/20/77, Reg. 62)
Authority: AS 14.07.020(8)
AS 14.07.060

4 AAC 60.100. PHYSICAL EXAMINATION FOR CHILDREN. (a) Not more than three months before first entering school, each child must have a tuberculosis skin test which meets the requirements of 7 AAC 27.213.

(b) Before first entering school, each child must have received the immunizations required by 4 AAC 06.055. (Eff. 4/20/73, Reg. 45; am 5/20/77, Reg. 62; am 8/17/78, Reg. 67; am 9/24/82, Reg. 83)
Authority: AS 14.07.020(7) and (8)
AS 14.07.060
AS 14.30.070

4 AAC 60.110. PHYSICAL EXAMINATIONS FOR EMPLOYEES AND VOLUNTEERS. Repealed 5/20/77.

4 AAC 60.115. STAFF. (a) All staff members must have a physical examination not more than three months before initial employment and every three years after that. It is the responsibility of the operator to maintain a personnel file for each employee, in which the results of the current physical examination must be kept. This file is subject to inspection by the department.

(b) All employees and volunteers who work in the classroom or who provide direct services to children in the pre-elementary school shall be evaluated annually, except as provided otherwise in this subsection, to detect active cases of pulmonary tuberculosis, as follows:

(1) a person who has never had a positive tuberculin skin test result shall obtain a tuberculin skin test;

(2) a person who has previously had a positive tuberculin skin test result, or a person whose tuberculin skin test obtained under (1) of this subsection has a positive result,

(A) shall have a health evaluation by a health care provider to identify symptoms suggesting that tuberculosis disease is present; the health evaluation must also include evaluation for the presence of any of the following risk factors: evidence of inadequately treated past tuberculosis disease, history of close exposure to a case of communicable pulmonary tuberculosis within the previous two years, history of a negative tuberculin test within the previous two years, diabetes mellitus (severe or poorly controlled), diseases associated with severe immunologic deficiencies, immunosuppressive therapy, silicosis, gastrectomy, excessive alcohol intake, or human immunodeficiency virus infection; if symptoms suggesting tuberculosis disease are present, or if any of the risk factors is present, a chest x-ray shall be obtained as part of the health evaluation and the health care provider shall report the case to the section of epidemiology, division of public health, Department of Health and Social Services; and

(B) if the person has previously received appropriate antituberculosis chemotherapy and has no symptoms suggesting that tuberculosis is present, the person need not have further annual tuberculosis evaulation under this subsection.

(c) A school subject to the provisions of this chapter shall comply with all applicable statutes and regulations concerning labor and employment practices. (Eff. 5/20/77, Reg. 62; am 12/13/87, Reg. 104)

Authority: AS 14.07.020(7)
AS 14.07.020(8)
AS 14.07.060

4 AAC 60.120. RECOGNITION OF SPECIAL NEEDS. At the age of three years, an exceptional child may receive special assistance as a part of the local school district's annual plan of services for special education. Any pre-elementary school which provides services for an exceptional child and receives state funds for providing those services must adhere to state guidelines for special education programs. (Eff. 4/20/73, Reg. 45; am 5/20/77, Reg. 62)

Authority: AS 14.07.020(8)
AS 14.07.060
AS 14.30.180

4 AAC 60.130. DISASTER PLAN. Each pre-elementary school shall develop a disaster plan which must include provisions for accountability for each child in the school until he is released to an appropriate authority. (Eff. 4/20/73, Reg. 45; am 5/20/77, Reg. 62)

Authority: AS 14.07.020(7) and (8)
AS 14.07.060

4 AAC 60.140. FACILITY INSPECTIONS. (a) Each pre-elementary school shall request an inspection by public safety and health agencies and shall conform to standards established by those agencies.

(b) Copies of documents indicating satisfactory compliance with health and safety standards must be filed with the department before the issuance of a certificate of approval. (Eff. 4/20/73, Reg. 45; am 5/20/77, Reg. 62)

Authority: AS 14.07.020(7) and (8)
AS 14.07.060

4 AAC 60.150. CHANGES IN MAJOR WRITTEN POLICIES, PLANS, PROGRAMS. Major changes in written policies, plans, programs and other information included in the initial application must be transmitted to the department within 30 days following implementation of the change. (Eff. 4/20/73, Reg. 45; am 5/20/77, Reg. 62)

Authority: AS 14.07.020(8)
AS 14.07.060

4 AAC 60.160. NONDISCRIMINATION. No pre-elementary school will be approved unless it adopts a policy of nondiscrimination in respect to race, sex, creed, color or religion with the following exceptions:

(1) a pre-elementary school established for an identified group (e.g., physical-mental handicaps) may serve that group only but otherwise may not discriminate;

(2) a religious group may elect to serve children that adhere to its religious beliefs but otherwise may not discriminate. (Eff. 4/20/73, Reg. 45; am 5/20/77, Reg. 62)

Authority: AS 14.07.020(8)
AS 14.07.060

4 AAC 60.170. PROGRAMMATIC REQUIREMENTS OF THE PRE-ELEMENTARY SCHOOLS. (a) The pre-elementary school shall provide the following information, in writing, to the department: the philosophy of education; the goals and objectives of the school; the program model and teaching techniques used in achieving the stated goals and objectives; daily educational activities schedule including provisions for individual activities, small group activities and large group activities; the number and ages of the children to be served along with the number of staff members working with the children; provisions for parental involvement; a copy of all public advertisements regarding the school; a copy of the personnel and administrative rules of the school; and a copy of all administrative forms used by the school.

(b) A pre-elementary school must have

sufficient staff to provide for each child's physical care and to offer individual attention to children as it may be needed as well as time to interact with children for the benefit of their conceptual and language growth. The number of staff and their utilization should reflect programmatic requirements, differences in the needs of the children served and should permit flexible groupings.

(c) There must be at least two staff members, one of whom may be a teacher-aide, present in each building. They must be stationed in sufficient proximity to be of aid in emergency situations.

(d) The operator shall provide a written training plan for each staff member who serves in the capacity of teacher, teacher-aide or assistant teacher. This plan must include provisions for preservice and inservice training and must indicate frequency as well as content. All such training is subject to the approval of the department.

(e) The department shall investigate to determine whether the programmatic objectives of the school are being met. (Eff. 4/20/73, Reg. 45; am 5/20/77, Reg. 62)

Authority: AS 14.07.020(8)
AS 14.07.060

4 AAC 60.175. TRANSPORTATION. An adult must be designated to accompany the driver and provide for pupil safety when more than six pupils are transported in a vehicle. (Eff. 5/20/77, Reg. 62)

Authority: AS 14.07.020(8)
AS 14.07.060

4 AAC 60.180. DEFINITIONS. Unless the context indicates otherwise, in this chapter

(1) "department" means the Department of Education;

(2) "board" means the state Board of Education;

(3) "commissioner" means the Commissioner of Education;

(4) "pre-elementary school" means a school for children ages three through five years whose primary function is educational;

(5) "certificate of approval" means a regular certificate issued to an operator of a pre-elementary school who has met the minimum requirements of this chapter;

(6) "operator" means the person legally responsible for the pre-elementary school;

(7) repealed (Eff. 5/20/77, Reg. 62);

(8) "staff member" means anyone who provides direct services to children in the classroom and may be any of the following:

(A) a person 19 years or over who is salaried;

(B) classroom volunteers who are at least 19 years of age;

(C) student aides who are enrolled in a training program who are at least 16 years of age;

(9) repealed (Eff. 5/20/77, Reg. 62). (Eff. 4/20/73, Reg. 45; am 5/20/77, Reg. 62)

Authority: AS 14.07.020(8)
AS 14.07.060

EARLY CHILDHOOD PROGRAMS
THE CASE FOR REGULATION

Children by their very nature are dependent. Their survival and their physical, intellectual, and social development depend on the love, care, and protection of others. Young children are all the more vulnerable when in the care of persons other than their parents, even for part of a day.

The purpose of regulation in day care and pre-school programs is to reduce predictable risk to the health and safety of infants and young children, and to ensure adequate programs and opportunity for development. Licensing establishes a floor of quality which must be met for a program to be permitted to operate.

The licensing law, AS 47.35, contains the language prohibiting operation of a child or dependent adult facility without a license. It specifies the types of facilities that are regulated by the State and gives the authority to regulate to the Department of Health and Social Services. In the case of pre-schools, the authority to regulate is in the Department of Education. Regulations are developed to implement the broad language of the statutes by establishing statewide standards. Some standards are based on the knowledge that certain practices are necessary to promote health safety and well-being, and other practices, if permitted, would be detrimental to those in care.

Most regulations were designed to reduce predictable risk to health and safety. These include fire, sanitation, and equipment safety; planning for evacuation, handling serious illness or injury, and reporting child abuse; ensuring sufficient numbers of adults and emergency backup staff; ensuring that adults have adequate preparation for child care and tuberculin clearance; ensuring that dietary precautions are taken, immunizations are current, and medicines are labeled and out of reach of children; ensuring that infants are held while being fed, and bottles of formula are labeled; ensuring that corporal punishment is administered only with written parental permission; and ensuring that children are not humiliated, shamed, frightened, or force fed.

Some standards are designed to promote appropriate developmental opportunities. A toddler, who is routinely left in a playpen for long periods of time without adult contact and without toys or other materials, is safe, but is deprived of adequate developmental opportunities. Developmental standards are few, but are significant. A program of activities that provides a balance of quiet and active, and group and individual activities is planned. Scheduling includes meals, rest, and toileting. Opportunities are provided for intellectual and social development, vigorous physical activities, and outdoor play. Materials and equipment are available in sufficient numbers and are appropriate to developmental needs. There is special planning for infants and toddlers. Indoor square footage is adequate. Food (whether provided by the facility or by parents) is nutritionally adequate for young, growing children.

Parents of infants and children in day care and pre-school facilities have quite a lot of opportunity to observe their children in care, so the need for regulation is not as extensive as in 24-hour care of children. In order for parents to make an informed judgment about the appropriateness of a program for their child, they need certain information. The most important consumer protection provision in the regulations is the requirement that policies and the specifics of the program be presented and explained to parents at the time of enrollment of their child.

While licensing protects children and their families, the Administrative Procedures Act, AS 44.62, has built-in procedures which ensure that laws such as the licensing statute will be administered fairly. The rights of those regulated include the right to notice of the requirements, notice of non-compliances ar. reasonable time limits for corrections, receiving information on how to achieve correction, equitable enforcement, and access to administrative hearings and court decisions. Consultation from the Departments is offered to new programs and to programs that have experienced difficulty following licensure.

Pat Monroe
Department of Health and
Social Services
November 11, 1982